

SOLICITATION, OFFER AND AWARD Architect of the Capitol - January 2004		REQUISITION NO.		PROJECT NO.	PAGE 1 OF 180 PAGES
1. CONTRACT NO.		2. SOLICITATION NO. RFP 060101	3. TYPE OF SOLICITATION SEALED BID (IFB) <u> X </u> NEGOTIATED (RFP)	4. DATE ISSUED May 31, 2006	
5. ISSUED BY ARCHITECT OF THE CAPITOL United States Capitol Washington, D.C. 20515			6. ADDRESS OFFER TO (If other than Item 5) Architect of the Capitol C/O Administrative Office of the United States Courts As NOTED IN L.6 of the SUBMISSION OF PROPOSALS		
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".					
SUBJECT: FACILITIES MAINTENANCE OF THE THURGOOD MARSHALL FEDERAL JUDICIARY BUILDING					

SOLICITATION

7. Sealed offers in original and <u>SEE L. 3</u> for complete number of copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 6 until 1:00 P.M., local time, May 31, 2006 CAUTION - Submission, Modification, Revision, and Withdrawal of Offers: See Section L. All offers are subject to all terms and conditions contained in this solicitation.	
8. FOR INFORMATION CALL: PATRICK HUNT TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (202) 226-1933	

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OFFER (Must be fully completed by offeror)

NOTE: ITEM 10 does not apply if the solicitation includes the provision entitled Minimum Bid Acceptance Period.				
10. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>120</u> calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.				
11. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	_____ CALENDAR DAYS %
12. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
13A. NAME AND ADDRESS OF OFFEROR	DUNS NO. _____ TAXPAYER IDENTIFICATION NO. _____		14. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)	
13B. TELEPHONE & FACSIMILE NOS. (Include area codes)	13C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE -ENTER ____ SUCH ADDRESS IN SCHEDULE		15. SIGNATURE	16. OFFER DATE

AWARD (To be completed by Government)

17. ACCEPTED AS TO ITEMS NUMBERED	18. AMOUNT	19. ACCOUNTING AND APPROPRIATION	
20. AUTHORITY FOR NEGOTIATION, IF APPLICABLE		21. SUBMIT INVOICE FOR PAYMENT TO: FAX 202-226-2580	
22. NAME OF CONTRACTING OFFICER (Type or print)		23. UNITED STATES OF AMERICA (Signature of Contracting Officer)	24. AWARD DATE

	Basic Contract Year					
	Facilities Management of the Thurgood Marshall Federal Judiciary Building					
	Contractor's Name:					
ITEM #	Description	QTY	U/M	BASE YR Unit Price	BASE YR Total Price	
000A	Phase-In	2	mo			
	<u>FIRM FIXED PRICE ITEMS (MONTHLY SERVICES)</u>					
0001-	Facilities Management	12	MO			
0002-	Operations of all building equipment and systems including preventive and corrective maintenance					
0002A	Building Infrastructure Maintenance	12	MO			
0002B	Architectural/Structural Maintenance	12	MO			
0002C	Operation, Maintenance, and Repair of All Elevators and Elevator Systems	12	MO			
0002D	Emergency Alarm and Signal Maintenance and Testing	12	MO			
0002E	Maintenance of Tenant Equipment	12	MO			
0002-	Sub-Total					
0003-	Janitorial/Custodial Services and Related Services					
0004-	Trash or Solid Waste Disposal/Removal					
0004A	Trash or Solid Waste Disposal/Removal	12	MO			
0004B	Recycling Program	12	MO			
0004C	Removal of Wet waste	12	MO			
0004-	Sub-total					
0005-	Integrated Pest Management	12	MO			
0006-	Mail Services	12	MO			
0007-	Floor Copier Services	12	MO			
0008-	Landscaping, Grounds, and Plant Maintenance					
0008A	Exterior Landscaping and Grounds Maintenance	12	MO			
0008B	Interior Atrium and Plant Maintenance	12	MO			
0008C	Seasonal Color Installation	12	MO			
0008D	Tree and Bed Mulch	12	MO			
0008-	Sub-Total					
0009-	Security Services - OPTION	12	MO			
	TOTAL PRICE FOR FIXED PRICE CONTRACT LINE ITEMS 0001 THROUGH 0009					

				BASE YR	BASE YR	
ITEM #	Description	QTY	U/M	Unit Price	Total Price	
	REIMBURSABLE SERVICES			BASIC CONTRACT YEAR		
ITEM #	Description	**EST QTY	U/M	Unit Price	Total Price	
	**Quantities are estimates only. The Government shall NOT be obligated to order any of these services.					
0010-	Snow and Ice Removal					
0010A	0 - 4"	15	HR			
0010B	4 - 8"	25	HR			
0010C	8" or More	35	HR			
0010-	Sub-Total					
	Reimbursable Services During Normal Hours of Operation:					
0011A	General Laborer	120	MH			
0011B	General Maintenance Worker	120	MH			
0011C	Heating, Refrigeration, and Air Conditioning Mechanic	25	MH			
0011D	Heavy Equipment Mechanic	15	MH			
0011E	Heavy Equipment Operator	25	MH			
0011F	Maintenance Electrician	145	MH			
0011G	Maintenance Carpenter	25	MH			
0011H	Maintenance Plumber	15	MH			
0011J	Maintenance Painter	100	MH			
0011K	Elevator Repairer	15	MH			
0011L	Elevator Repairer, Helper	15	MH			
0011M	Elevator Apprentice	15	MH			
0011N	Fire Alarm System Mechanic	15	MH			
0011P	Furniture Handler (Large Moves)	25	MH			
0011Q	Furniture Repairer	15	MH			
0011R	Upholsterer	15	MH			
0011S	Guard II	15	MH			
0011-	Sub-total					
	Reimbursable Services Outside of Normal Hours of Operation:					
0012A	General Laborer	40	MH			
0012B	General Maintenance Worker	40	MH			
0012C	Heating, Refrigeration, and Air Conditioning Mechanic	10	MH			
0012D	Heavy Equipment Mechanic	5	MH			
0012E	Heavy Equipment Operator	10	MH			
0012F	Maintenance Electrician	50	MH			
0012G	Maintenance Carpenter	10	MH			
0012H	Maintenance Plumber	5	MH			
0012J	Maintenance Painter	30	MH			
0012K	Elevator Repairer	5	MH			
0012L	Elevator Repairer, Helper	5	MH			
0012M	Fire Alarm System Mechanic	5	MH			
0012N	Furniture Handler (Large Moves)	10	MH			
0012P	Furniture Repairer	5	MH			
0012Q	Upholsterer	5	MH			
0012R	Guard II	5	MH			
0012-	Sub-Total					

					<u>BASE YR</u>	<u>BASE YR</u>	
ITEM #	Description	QTY	U/M		Unit Price	Total Price	
	<u>DIRECT MATERIAL COSTS AND MANAGEMENT FEE</u>				<u>BASIC CONTRACT YEAR</u>		
<u>ITEM #</u>	<u>Description</u>	<u>EST/%</u>				<u>Total Price</u>	
0013-	Direct Material Costs	Est.					
0014-	Management Fee (% of 0010 + 0011 + 0012 + 0013)	%					

SECTION C
DESCRIPTION/SPECIFICATION/WORK STATEMENT

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C.1 BACKGROUND

This requirement is for facilities management and maintenance of the Thurgood Marshall Federal Judiciary Building (TMFJB), and grounds/property. The TMFJB has multiple tenant agencies for which this contract shall provide its services. Additionally, the building has a cafeteria with food service staff under a separate contract, fitness center, data centers, health unit, credit union, child development center, education center, multiple conference facilities, broadcasting studios, video conferencing facilities, and libraries for which this contract shall provide its services. The building has a total area of approximately one (1) million square feet consisting of approximately 600,000 rentable square feet.

C.2 SCOPE OF WORK

The Contractor shall be required to manage and maintain the TMFJB in a manner which is consistent with industry standards and practices for a Building and Operations Management Association (BOMA) Class A building with “. . . high quality standard finishes, state of the art systems, and a definite market presence. . .”, located in the central business district of a major metropolitan city, with high level, prestigious tenants. The facilities management services shall be in accordance with guidelines set forth in the latest editions of International Code Council Standards, the Building and Operations Management Association (BOMA), and the Institute of Real Estate Management (IREM) practices.

The specifications provided herein are a statement of the minimum level of work and services that the Contractor shall provide. They are not intended to be, nor shall they be construed as, either maximum performance levels or limitations on the effort the Contractor must expend to accomplish the desired level of performance to ensure efficient operation and maintenance of the building at the highest standards. At a minimum, the Contractor shall take all steps and measures that a prudent building owner would take to maximize the life expectancy of the TMFJB and property.

Determination of the man-hours or labor hours required to perform the work specified herein is solely the responsibility of the Contractor. No statement in these requirements shall be construed as being contrary to the Contractor's responsibility.

C.3 GENERAL REQUIREMENTS

C.3.1 Contractor Employee Requirements

Every Contractor on-site employee shall present a neat and clean appearance and wear a uniform that clearly identifies the company and employee's full name attached in a permanent or semi-permanent manner, such as a badge or monogram. In addition, ALL on-site employees shall wear a picture identification badge, which is clearly attached to the front of the employee's uniform or displayed on a chain around the employee's neck.

The Contractor's on-site employees (to include all of its subcontractor's on-site employees) shall not report for work at the TMFJB until the Contractor has conducted a Criminal Background Investigation resulting in a clean record for felony convictions and a drug screen test. If numerous

misdemeanor convictions are indicated, this may be evidence enough to determine the employee has a “criminal record” undesirable for employment at the TMFJB. The Criminal Background Investigation Report, or a certified copy, shall be maintained on-site and accessible to the COTR or designated representative, at all times.

At any time during the contract, should the COTR or designated representative, have “good cause” to request a subsequent Criminal Background Investigation or Drug Testing of any employee, (i.e., suspicious or major change in the employee’s behavior, accusations brought to the government’s attention, etc.), the Contractor shall immediately take appropriate actions to conduct the subsequent investigation/testing and if deemed necessary, remove the employee from the TMFJB.

Additionally, at each “on-site” employee’s 3-year anniversary of continual employment at the TMFJB, the Contractor shall perform a basic background re-investigation/check of computer records including criminal, motor vehicle, and credit, plus a drug screening test.

The Contractor shall maintain a listing of all on-site employees (its own and subcontractors), which contains the employees name, address, social security number, date of birth, place of birth, start date of employment at the TMFJB, background investigation/drug testing information, and labor category the employee is filling. This information shall be provided to the COTR, as an updated report. no later than the 10th calendar day of each month. The Report shall be presented in a manner which clearly identifies the “on-site” employees sorted first by the Contractor/Subcontractor for which they are employed, second, alphabetically, and third, by the start date of employment at the TMFJB. An annual report, capturing and summarizing the previous 12-months reported data, shall be submitted to the COTR via hard copy and electronically, at the 10th business day in January of each subsequent contract year.

Notwithstanding all of the above requirements, the government reserves the exclusive right to deny the Contractor’s or subcontractor’s employees access to the building at any time, for any reason, and without explanation.

C.3.2 Standards

The Contractor is required to operate, maintain, and protect the TMFJB in a manner consistent with industry standards and practices of a BOMA Class A commercial office building as described in Section C.2.

For any maintenance and/or operational services performed at/on the TMFJB systems and landscape (interior and exterior), which could have any impact whatsoever on the tenants and visitors at the TMFJB, immediately upon the Contractor’s knowledge/awareness of the potential impact, the Contractor shall notify the COTR and/or designated representative of the service to be performed, or the situation at hand, and the potential impact. The Contractor shall fully and completely coordinate the service/situation with the COTR and/or designated representative, and obtain concurrence and/or approval from the COTR and/or designated representative, prior to any such services being performed or situation handled/resolved. In these instances, the term “Contractor” shall mean any of the Contractor’s Key Personnel, not just the Contractor’s Property Manager. (Example: A

security risk/issue is brought to the attention of the Security Manager by one of the security officers or one of the tenants. The Security Manager shall immediately and concurrently notify the COTR and/or designated representative and Property Manager.)

The facilities management and maintenance services shall meet or exceed the standards set forth in the current editions of the following publications and others identified in the contract:

C.3.2.1 General

The Contractor shall comply with all applicable Occupational Safety and Health Administration (OSHA) requirements to ensure that a safe and healthy environment is continually maintained for all tenants and visitors.

- a. Occupational Safety and Health Standards for General Industry 29 CFR 1910
- b. Safety and Health Regulations for Construction 29 CFR 1926
- c. Basic Program Elements for Federal Employee OSHA Program and Matters 29 CFR 1960
- d. American with Disabilities Act (ADAAG) and Uniform Federal Accessibility Standards and Guidelines (UFAS)
- e. International Building Code (International Code Council)
- f. American Governmental Industrial Hygienists Threshold limit Value for Chemical Substances and Physical Agents and Biological Exposure Indices
- g. Federal Standard 313: Preparation and the Submission of Material Safety Data Sheets

C.3.2.2 Indoor Air Quality

- a. American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. Standards (ASHRAE)
- b. Ventilation for Acceptable Indoor Air Quality (ASHRAE-62.1)
- c. Standard for Thermal Environmental Conditions for Human Occupancy (ANSI/ASHRAE-55)
- d. Practices for Measurement, Testing, Adjusting and Balancing of Building Heating, Ventilation, Air Conditioning and Refrigeration System (ASHRAE-111)

C.3.2.3 Elevators

- a. American National Standards Institute (ANSI) and the American Society of Mechanical Engineers (ASME) Safety Code for Elevators and Escalators ANSI/ASME A17.1
- b. Elevator and Escalator Inspection Manual ANSI/ASME A17.2
- c. ADAAG standards and guidelines

C.3.2.4 Safety, Fire Protection and Accident Investigation

- a. National Fire Protection Association (NFPA) Codes and Standards including the Life Safety Code and the National Electrical Code

- b. National Safety Council Accident Investigation: A New Approach

C.3.2.5 Other References

- a. Environmental Protection Agency (EPA): National Emission Standards for Hazardous Air Pollutants (40 CFR 61); Hazardous Waste Management (40 CFR 260-270, 302, 355, 370)
- b. Institute of Real Estate Management (IREM)
- c. Building codes and regulations listed in Attachment 12.
- d. AOC Design Standards (Attachment 25)
- e. AOC Design Manual (Attachment 25)

C.3.3 Contracting Officer's Technical Representative

The Contracting Officer (CO) shall designate a Contracting Officer's Technical Representative (COTR) to perform contract administration functions. The COTR shall provide the contractor with a list of designated tenant representatives within 14 calendar days after contract award.

C.3.4 Service Subcontracts

Within 30 calendar days after contract award, the Contractor shall provide the COR and CO copies of any contracts or subcontracts entered into to provide services covered under this contract.

C.3.5 Phase-In/Phase-out Planning

C.3.5.1 Phase-In Transition Plan/Duties

The Contractor shall be responsible for developing a "phase-in transition plan", and performing phase-in transition duties prior to the contract start date. The phase-in transition plan must be a mutually agreeable plan to be coordinated with the present Contractor's phase-out/phase-in operations. The phase-in transition plan must be submitted to the COTR for approval no later than 7 calendar days after contract award. The phase-in transition period shall commence no less than 24 hours after award date. During this period, the Contractor shall recruit, hire, and train personnel in order to provide for 100% operational capability on the contract start date.

During the phase-in transition period, the Contractor shall have access to the TMFJB and areas covered by this contract, plus access to Architect of the Capitol engineers or current Contractor personnel. This access to the present Contractor personnel shall only be limited by the need to continue to provide a full level of operation and maintenance services during the transition period.

The Contractor shall be allowed to observe all operations and will have total access to available technical data/manuals. The present Contractor will provide orientation to the conditions of the areas covered under this contract; show the Contractor equipment locations; discuss operating needs; and provide the aforementioned operational documents. The Contractor shall not be separately reimbursed by the Government for any costs incurred during this phase-in period.

C.3.5.1.1 Existing Deficiencies Inspections

The Contractor and COTR shall determine a mutually agreeable date to perform the initial inspection of the TMFJB building systems. The inspection shall begin no later than seven (7) calendar days after receipt of notice of award by the Contractor and continue until no later than the contract start date. The Contractor and the COTR, or his/her designated representative, together shall make a complete and systematic initial inspection of all facility systems, including but not limited to, mechanical, electrical, plumbing, fire protection, perimeter security barriers/bollards/planters, security, utility systems and equipment, architectural and structural features.

The purpose of this inspection shall be to discover and list all deficiencies that may exist in the equipment and systems covered by this contract, prior to the contract start date. A deficiency is defined as any condition not correctable through normal preventive maintenance or a service call as described in Section C.5.3, which prohibits the normal operation of an equipment item or system. If, during the course of the inspection process, a condition is observed that the Contractor contends is a deficiency, but the Government contends is not applicable, the final decision shall be made by the CO, after sufficient detailed information is presented by both sides. Only after resolution of the “deficiency” shall such an item be entered into the Existing Deficiency Report or deleted from the Report.

The Contractor may dispute the CO’s decision and file a claim; however, pending resolution of any request for relief, claim, appeal, or action related to the contract, the Contractor shall proceed with diligence to complete the inspection. All appeals or claims will be processed in accordance with the Disputes Clause.

The Contractor shall prepare an Existing Deficiency Report while the inspection is being conducted listing all deficiencies noted during the inspection. Each individual deficiency shall be listed separately. Each deficiency shall be acknowledged and signed when listed by the aforesaid representatives of both parties and each party shall retain one completely executed copy. The inspection of any items which cannot be shut down/off (air handling units, fans, pumps, etc.), will be deferred with COTR approval, until such time that they can be shut down/off for inspection. Any deficiency disclosed during the course of any inspection described herein, which constitutes a safety hazard to either personnel, equipment, or the TMFJB, shall be reported immediately to the COTR.

Within 30 calendar days after the contract start date, the Contractor shall prepare and submit to the COTR the Existing Deficiency Report with an attached listing of repairs needed to correct each deficiency and the Contractor’s proposed **total** price for correcting each deficiency (to include all labor, materials, G&A, profit). Any portion of the Existing Deficiency Report concerning elevators shall also be submitted by the contractor to the AOC Facility Manager.

For those equipment items or systems which were operating and could not be inspected until shut down/off, the Contractor shall submit a supplemental report with an attached listing of required repairs and total pricing for such repairs, by a date specified by the COTR, and no later than 30 calendar days after completion of the inspection. All prices shall remain firm for a period of 180 calendar days after submission. The Contractor shall be provided with a final list of COTR-approved repairs and will be required to complete the repairs in accordance with the terms of this contract.

C.3.5.2 Phase-out/Phase-In Transition

Prior to expiration of this contract, after selection by the Government of a successor Contractor, the Contractor and such successor Contractor shall jointly prepare a mutually agreeable detailed plan for phase-out/phase-in operations. The plan shall be submitted to the CO and COTR before the expiration of the Contract or any extensions thereof. The successor will be provided access to the TMFJB for a period up to 60 calendar days prior to the contract start date for the purposes of phase-in orientation.

In addition, the Contractor agrees to participate in the joint phase-out/phase-in planning at no additional cost to the Government. At the sole option of the Government, this phase-out/phase-in period may commence either 30 calendar days prior to the expiration or immediately after expiration of the contract term or any extensions thereof. ***Continuity for all services required under this contract shall be maintained during this period.*** Services provided by the Contractor during transition, as required, shall be billed on a prorated basis using the rate structure in effect at the time of contract expiration. When the detailed plan for phase-out/phase-in operations is submitted to the Contracting Officer, the Contractor shall also submit a price proposal for those services. The Contract will then be modified to reflect the agreed upon phase-out/phase-in pricing.

C.3.6 Contractor Space

The Government will provide the Contractor with approximately 3,200 square feet of space on the Concourse level. A total of ten parking spaces in the TMFJB garage will be allocated to the Contractor. Of these ten parking spaces, no more than seven (7) spaces shall be used for Contractor's on-site employees, therefore leaving a minimum of three (3) spaces for subcontractors.

C.4 FACILITIES MANAGEMENT

The Contractor shall provide all management, supervision, labor, materials, supplies, repair parts, tools, and equipment necessary for the overall property management responsibilities of the TMFJB. Facilities Management services provided by the Contractor shall also include all building management administration and tenant required services not specifically identified elsewhere as a separate contract line item. These services include, but are not limited to, planning, scheduling, coordinating, reporting, quality control inspections, budgeting, accounting, expense tracking, processing of invoices to the AO and AOC, including water, gas, electrical, and other utility bills, material handling, supplies, and all other requirements associated with the overall building management function, that are not specifically separately priced under this contract. In addition, the Contractor shall provide assistance to the Government by making available information on building operations, systems, and contractor activities including access to spaces for assessment and testing.

C.4.1 Facilities Management Responsibilities

The Contractor, as the Facility Manager, shall be responsible for quality assurance, contract compliance, and subcontract management. The services provided shall ensure the effective, efficient, and economical operation, maintenance, and repair of the building and all building systems.

C.4.1.1 Building Systems

All infrastructure building, mechanical, electrical, plumbing, fire protection, perimeter security barriers/bollards/planters, and other utility systems shall be operated at the highest level of efficiency in a manner consistent with practical energy conservation. The level of operation shall be sufficient to preserve the building, its equipment, and systems in an unimpaired operating condition, at or above, the point where deterioration shall begin, thereby ensuring that the normal life expectancy of the building, its equipment, and its systems shall not be diminished, while assuring that they operate in a manner to perform the function for which they were intended. These building systems shall be maintained at the highest level throughout the contract performance period. The “highest level of maintenance” is defined as the level of maintenance, which shall assure that the normal life expectancy of the equipment shall be met or exceeded. All equipment shall be maintained in accordance with the manufacturer's recommendations and/or the best practices of the industry. Equipment under warranty shall be maintained in accordance with warranty instructions and conditions. The Contractor is responsible for performing regular and periodic inspections, scheduled and unscheduled maintenance and repairs, as necessary, on a 24 hours-per-day, 365 days-per-year basis.

C.4.1.2 Documentation

The Contractor shall develop and implement operational guidelines covering all aspects of the building operation including, but not limited to, security watches, tours, water treatment, preventive maintenance (PM), and energy conservation. The Contractor shall use the existing maintenance and operations manuals developed for the TMFJB as a baseline and update or modify as necessary to ensure currency of the documents.

Within 60 calendar days after contract award, and every year throughout the contract, the Contractor shall provide a yearly PM Schedule with tentative maintenance dates to the COTR for review and approval. Upon approval, on a monthly basis and by the 1st business day of the month, the Contractor shall provide an updated annual PM Schedule reflecting the actual inspection dates and a Monthly PM Schedule reflecting only the current month's PM's to be performed,

All documentation developed and maintained under this contract is considered Government Property and shall be available for inspection or review by the COTR or other Government representative at all times. All documentation shall be turned over to the Government prior to the contract end date.

C.4.1.3 Hours of Operation

The Contractor shall be responsible for providing the necessary staff to provide continuous coverage to effectively maintain, operate, and protect the TMFJB during normal hours of operation. The normal hours of operation do not relieve the Contractor of the requirements to perform other services described herein that may require additional hours/personnel. Lunch periods are at the Contractor's discretion, but the time allowed for lunch periods shall be added to the prescribed hours of continuous coverage. The term normal hours of operation are Monday through Friday from 6:00 AM to 8:00 PM. The south lobby (including passenger elevators), atrium front entrance, and north and south parking entrances are closed from 8:00 PM to 6:00 am, Monday through Friday; Saturday

and Sunday; and all federal holidays. The north lobby is open 24 hours a day 7 days a week with access from 8:00 PM to 6:00 AM, Monday through Friday; all day Saturday and Sunday; and all federal holidays through the 2nd street entrance and atrium front entrance with the tenant identification card. The loading dock and parking levels are accessible without checking in at the 2nd street entrance between 6:00 AM and 8:00 PM. Between 8:00 PM and 6:00 AM, access is provided through proper identification to the guard posted at the North Lobby through the 2nd Street entrance.

Note: The TM Child Development Center hours are (M-F) 7:30 AM to 6:00 PM

The Health Unit hours are 8:30 AM - 5:00 PM

The Cafeteria hours are 7:30 AM - 3:30 PM

The Credit Union hours are 8:30 AM - 3:30 PM

The Fitness Center hours are 6:30 AM - 7:30 PM

The Loading Dock hours are 6:00 AM - 6:00 PM

The USSC hours are (M-Th) 8:30 AM - 5:30 PM & (F) 8:30 AM - 5:00 PM

C.4.1.3.1 Outside Normal Hours of Operation

Tenants working in their offices or suites can request after-hours heating, ventilation, and air conditioning (HVAC), and lighting 24 hours per day 7 days per week at no additional cost to the government. Section C.5.2 (a) includes the requirements for advance notice to be provided to the Contractor. The Contractor shall provide qualified staff to operate the HVAC systems at earlier or later times other than specified in the start up and shut down of the building equipment and systems in accordance with the Building Operating Plan, or at times when requests for additional services are provided.

C.4.1.3.2 Federal Holidays

As part of the base contract, the Contractor shall be responsible for allocating the necessary staff to provide uninterrupted and continuous coverage to effectively maintain, operate, and protect the TMFJB during all recognized federal holidays. All costs associated with federally recognized holidays shall be included as part of the base contract pricing CLIN. Immediately upon the COTR being made aware of any additional holidays or “special days” (to include inclement weather closures), as designated by the President of the United States, Chief Justice, Director of the Administrative Office of the U.S. Courts, or other judicial branch official, the Contractor shall be notified by the COTR. For any such additional holidays or “special days”, the contractor shall be required to allocate the necessary staff to provide continuous coverage to effectively maintain, operate, and protect the TMFJB. The Contractor shall include all costs related to additional staff for any additional holidays or “special days” as a reimbursable invoice using the appropriate CLIN pricing in the contract.

C.4.1.3.3 Early or Unscheduled Closures

For any early or unscheduled closures, immediately upon the COTR being made aware of the situation/issues requiring the early/unscheduled closure, the Contractor will be notified immediately.

C.4.2 Building Inventory

The equipment list for the TMFJB (attached to this Contract and listed in Section J) provides an inventory of the principal equipment and systems installed in the building that shall be maintained, operated and serviced/repaired in accordance with manufacturer's specifications, industry standards and warranty provisions specific to each item. This inventory represents the most accurate and current record of equipment and systems available to the Government and is furnished as a baseline and for information purposes only. It is the Contractor's responsibility to maintain an accurate building equipment inventory.

The Contractor shall complete the following activities and submit required documentation to the COTR:

1. The Contractor shall verify the inventory list accuracy and provide the COTR with an updated building equipment inventory within 30 calendar days of the contract start date. The inventory list shall be maintained by the Contractor and a current listing shall be provided to the COTR within ten (10) calendar days of the end of each contract year, or as major equipment and/or system changes occur.
2. The Contractor shall identify, list, and classify building equipment in the COTR approved computer based management information system.
3. The Inventory report shall be provided to the COTR in hard copy (four copies) as well as electronically, via electronic mail and on *disk in the most recent version of Corel WordPerfect*.

C.4.2.1 Government Furnished Property

The Contractor shall maintain an inventory of all Government Furnished Property (GFP) provided for its use, including office furniture, equipment, non-consumable supplies, tools, and property items obtained under the contract. (Section J provides current listings of GFP.) The Contractor shall verify the GFP lists accuracy and provide the COTR with an updated GFP inventory within 30 calendar days of the contract start date. The GFP inventory lists shall be maintained by the Contractor and a current listing shall be provided to the COTR within ten (10) calendar days of the end of each contract year, or as major GFP changes occur.

C.4.2.2 Services, Supplies, Materials, Equipment and Utilities Furnished by the Contractor

The Contractor shall furnish everything required in the performance of work under this contract except for those items or services specifically stated to be Government furnished.

The Contractor shall arrange for the installation, at its own expense, of private business phones for its use in making non-business calls outside the building.

Notwithstanding the above, the Administrative Office of the U.S. Courts (AO) shall provide four telephone lines to the Contractor through the “Private Branch Exchange” (PBX) system available in the TMFJB and eight Siemens telephone desk sets to the Property Management office suite. The lines and desk sets shall be allocated to the property management staff for official business directly related to meeting the requirements specified in this Contract. The AO shall be responsible for payment of “official” local and long distance calls made by Contractor staff on behalf of the government.

At the expiration or termination of the contract, all equipment furnished and installed by the Contractor to the building equipment and systems shall remain and become the property of the Government, unless the Government, at its option chooses to release such equipment to the incumbent contractor. The Building Inventory shall reflect all changes made during the contract term by the Contractor.

C.4.3 Requests for Building Services

A request for building services is made by building occupants through ADM or other designated tenant representative or Architect of the Capitol (AOC) personnel for services concerning, but not limited to the following: mechanical, electrical, plumbing, fire protection, perimeter security barriers/bollards/planters, or architectural/structural malfunction and/or related problem. The COTR will provide the Contractor with a list of the designated tenant representatives. Requests for services are made through the issuance of Building Service Requests and Work Orders.

The Contractor shall have qualified personnel on-site at all times during normal working hours to respond to all types of requests for service. The Contractor shall provide all supervisory and maintenance personnel with two-way radio devices and/or voice-activated pagers in order to respond to requested services instantaneously. If the request for service cannot be resolved within the required response time, due to circumstances beyond the Contractor's control, the COTR or designated representative shall be immediately notified by the Contractor.

On a weekly basis, and no later than noon on the second business day of each week, the Contractor shall provide the COTR with a hard copy, and electronic (e-mail) copy, of a “Service Request Status and Completion Report”, which is organized by tenant agencies (i.e., AOUSC, FJC, USSC, etc.). This report shall be in a log format that includes details of each request, date received, completion date, or projected completion date with explanation of the delay. Further, the Contractor shall provide a hard copy of the “Service Request Status and Completion Report” to each tenant agency reflecting their respective portion only.

Requests for services may be of three types: routine, urgent, or emergency. The required response times will vary by type of service, as specified below. The time of response to each of the stated types of requests shall be calculated from the time that the Contractor receives notification from the COTR, or other designated tenant representatives, of the requirement for service. In the event Contractor cannot be reached at the time the service is required, the response period shall start from the time the call was initiated to the Contractor.

C.4.3.1 Routine Requests

The Contractor shall respond promptly to all routine requests for building services and complete the work required within 24 hours. In those instances where a request cannot be resolved within the 24-hour period, due to circumstances beyond the Contractor's control, the Contractor shall immediately notify the COTR or designated representative with a written extension request. The request shall contain the following information:

- (1) Explanation of the reason for the delay.
- (2) Establish an estimated time and date for completion.
- (3) Include justification and evidence that the Contractor has made all reasonable efforts to complete appropriate adjustments or repairs within the 24 hours but the situation is beyond the Contractor's control.

C.4.3.2 Urgent Requests

Urgent requests are circumstances which interrupt or otherwise adversely impact either building operations or building occupant operations, regardless of whether the request is made during normal working hours or after normal working hours. Urgent requests are made by a telephone call to the Contractor. The Contractor shall **respond within one (1) hour and remain on the job until the problem has been resolved**, or until such time a solution by the Contractor has been proposed and approved by the COTR or designated representative. Some examples of these types of service calls include, but are not limited to, inoperative electrical circuits, temperature complaints, inoperative lighting above a work station, flush valve stuck open, etc. The Contractor shall remain on the job until the problem has been resolved. The necessary permanent repairs shall be completed within three (3) hours of response.

C.4.3.3 Emergency Requests

Emergency requests are **circumstances that constitute an immediate danger to personnel or property**, such as broken water pipes, stalled elevators with trapped passengers, electrical power outages, electrical problems which may cause fire or shock, gas or oil leaks, major air conditioning or heating problems, etc. When an emergency request is received by the Contractor, the **COTR shall be immediately contacted**. The Contractor shall respond to emergency requests immediately during normal working hours and within one (1) hour after normal working hours, on weekends, and on holidays. **In NO case shall the response time to an emergency service call exceed ten (10) minutes for calls reported during normal working hours or one (1) hour for calls reported after normal working hours, on weekends, or on holidays.** The Contractor shall remain on the job until the emergency has been resolved or until such time a solution by the Contractor has been proposed and approved by the COTR or designated representative. All repairs shall be completed in the shortest possible time consistent with the nature of the problem and the best practices of the trade.

C.4.3.4 TMFJB Building Service Requests

The Contractor shall provide basic services to the tenants during normal working hours for incidental service work requirements such as:

- (1) Conference room set ups (Judicial Conference Center, Federal Judicial Center's Education Center, U.S. Sentencing Commission Hearing Room, Concourse Video-Conference Facility, and any other meeting rooms identified by the COTR or tenant representative)
- (2) AV set ups and operational adjustments to AV equipment
- (3) Wall hangings (e.g., pictures, erase boards, certificates, plaques, etc.)
- (4) Making and installation of signs, including suite entrance signs, private office and floor directional signage and suite sign insert changes. Signs requested shall be made by the Contractor and installed within 2 weeks from initial date of request. Signs shall be made in the same colors, format, style and materials that currently exist in the TMFJB
- (5) Furniture and office equipment moving
- (6) Office relocations
- (7) Duplication of keys and lockset cylinder changes
- (8) Repair of Judicial Fitness Center lockers, handles, locker clasps
- (9) Repair of wall-mounted stands for TVs
- (10) Re-lamping of private office and suite spaces
- (11) Minor furniture repairs

Building service requests will include at a minimum the following information:

Tenant's name, phone number, description of required services, date and time requested, location of service to be performed, and requested completion date/time. Building service requests will be transmitted to the Contractor via e-mail and/or fax.

C.4.3.4.1 Building Service Request Thresholds

Building Service Requests are used when the tenant requested service shall require minimal materials of \$2,000. or less and be capable of being performed using the staff already funded under the base facilities management contract line item. Requests requiring more than \$2,000. for material and/or labor not contracted under the base contract, may be converted to a Work Order or Infrastructure Repair Order, as appropriate and still necessary/desired by the government.

The Contractor shall be responsible for all costs associated with accomplishing all building service requests, including emergency call-back service, and building service requests that result in infrastructure related repairs, up to the \$2,000. threshold. Building infrastructure related repairs are any repairs to any component of the building being maintained under this contract. Building service requests that exceed the \$2,000. threshold may be converted to work orders or repair orders and will follow procedures set forth in Reimbursable Requests. Any question related to whether repairs are considered as an infrastructure repair shall be resolved by the COTR. The Contractor may dispute the COTR's decision and elevate the issue to the CO; however, pending resolution, the Contractor shall proceed with diligence to complete the item.

C.4.3.5 Reimbursable Requests

The Contractor shall provide non-infrastructure maintenance related services to tenants, or services in support of the TMFJB infrastructure maintenance, which exceeds the \$2,000. threshold for building service requests, when such services are requested through a tenant work order or an infrastructure repair order, as appropriate. These services are performed on a reimbursable basis. Upon request from the COTR or the designated tenant representative, the Contractor shall furnish

a bid/proposal analysis of offers received, an itemized total cost estimate (to include ALL fees, G&A, profit, labor categories, hours for each labor category, materials/parts), proposed schedule, and recommendation, with justification, of proposed award. The COTR or designated tenant representative shall be provided with the statement of work/RFP that was issued by the Contractor, as well as all bid/proposal submission information, if requested. The Contractor shall not proceed with making an award for any work until approved by the COTR or designated tenant representative.

C.4.3.5.1 Reimbursable Labor Costs

The Contractor will be reimbursed for labor hours expended during normal working hours, or other than normal working hours, at the TMFJB at the hourly rate(s) for reimbursable services as set forth in Section B. The COTR will determine if the work must be performed during or outside of normal working hours. Normal working hours for performing repairs are determined to be between the hours of 6:00 AM to 6:00 PM. For all reimbursable services, the Contractor shall provide time cards with an applicable work order numbering system, to clearly indicate the labor expended on the specific work order project being invoiced. The COTR shall review the labor hours and time cards to ensure that the Government is billed properly. Where Contractor's staff already funded under the base facilities management cost will be performing the repair work during regular working hours, the direct labor hours proposed will reflect a "no charge" amount. The Contractor will be paid for each hour an employee *spends at the TMFJB* only, not for each hour additional equipment is in operation or in use. After hours work shall be performed between 8:00 PM and 6:00 AM.

The Contractor shall provide the COTR, or requesting designated tenant representative, with an invoice that references the work order number, the dates and the number of productive and supervisory hours worked including the hourly rate for each. The COTR or requesting tenant representative shall be identified on the invoice.

C.4.3.5.2 Reimbursable Materials Costs

The Contractor will be reimbursed for material used in the performance of a tenant work order or infrastructure repair order at its actual cost, plus the applicable Contractor's management fee as specified in Section B.

C.4.3.5.3 Miscellaneous Services

The Government may procure non-infrastructure maintenance related services that do not fall within the definition of the reimbursable services listed in this contract. Such services shall be ordered by issuance of a written task order executed by an authorized CO or Ordering Officer. All task orders are subject to the terms and conditions of this contract. In the event of a conflict between an order and this contract, the contract shall control.

Authorized Ordering Officer is:

Chief, AO Administrative Services Division

Individual task orders are limited to a minimum amount of \$500. The contractor is not obligated to honor orders received for less than the minimum ordering amount although the contractor may

chose to honor the order. In the event the contractor chooses not to honor the order, it must be returned to the ordering officer within 5 calendar days with the contractor's written rejection of the order.

Only those orders issued from the authorized person listed above are considered valid Task/Delivery Orders or shall contain the following:

- a clear description of all services to be performed;
- date of required completion of services;
- the contract number and individual order number;
- description of the item, quantity and unit price;
- place of delivery or performance;
- Accounting and appropriation data with a total dollar amount or total estimated dollar amount for the order.

C.4.3.5.4 Invoicing

The procedures for invoicing by the Contractor for reimbursable work and Miscellaneous Services are provided in Section I. Tenant Work Orders and orders for Miscellaneous Services are invoiced directly to the Administrative Office of the U.S. Courts (AOUSC), while Infrastructure Repair Orders are invoiced to the Architect of the Capitol through the AOUSC.

C.4.3.5.5 Tenant Work Orders

The Contractor shall provide these reimbursable services when requested in writing in the form of a tenant work order request issued by the COTR. A tenant work order request shall normally be issued 24 hours in advance of the requested services except in the case of urgent or emergency situations. Tenant Work Orders are issued for non-infrastructure related work that may be requested by the tenants. An example of work that may be requested includes such things as tenant alterations, construction projects, installing new equipment, or large office move management requests, as defined below.

Copies of all orders shall be forwarded to the Architect of the Capitol Contracting Officer noted in Block 6. Of the Solicitation, Offer and Award form of this contract upon issuance.

C.4.3.5.5.1 Move Management Requests

(a) Government Responsibilities

The COTR will provide move instructions and schedule to the Contractor. Generally, the move requests will be sent to the Contractor three (3) days before the scheduled moves.

(b) Contractor Responsibilities

The Contractor shall, upon request from the Government, provide the necessary labor and equipment to perform internal office moves. At a minimum, the Contractor shall provide two (2) laborers, on a daily basis, during normal hours of operation, with primary

responsibility of performing internal office moves and conference room setups. The amount of furniture and equipment included in individual move requests from tenant offices will not exceed that which would be contained in two typical offices. This move activity averages 40 man-hours per week and shall be included as part of the base/fixed price of the contract.

The Contractor shall provide experienced commercial move laborers, move supervisors, and quality control personnel and moving equipment (e.g. dollies, equipment bins, desk cradles, trucks, etc.), as required for large moves and for collection and transportation of excess property to GSA's Excess Property Center in Franconia, Virginia. These commercial services shall be provided on a reimbursable basis, upon request for the services and approval of pricing by the COTR or designated representative.

The Contractor shall participate in a walk-through with the designated tenant representative and the Contractor/subcontractor's move planning personnel as required to determine staffing and equipment requirements and to become familiar with the move plan.

For moves requiring commercial services, the Contractor shall provide the designated tenant representative with a cost estimate for the requested move.

The Contractor shall schedule personnel and equipment pursuant to recommendations from the designated tenant representative and/or move subcontractor.

The Contractor shall be responsible for supervising move activity and providing quality control.

C.4.3.5.6 Tenant Work Order Thresholds

Tenant Work Orders are used when the billed labor and materials for requested building services will exceed \$2,000. Labor provided by Contractor staff funded under the base facilities management CLIN is not billed labor. One (1) quote for the Tenant Work Order is required when all labor costs are based on the labor rates listed in Section B and the materials cost does not exceed \$2,000. Labor costs developed using the rates identified in section B of this contract does not need to be competed. A minimum of three (3) quotes are required when labor costs are not based on the labor rates listed in section B, and the total cost for labor and/or materials is estimated to range between \$2,001 and \$25,000. The Contractor shall extend an invitation to bid to all interested sources (at a minimum of three (3)), when the total costs are estimated to exceed \$25,000.

Upon request from the COTR, the Contractor shall furnish a bid/proposal analysis of offers received, an itemized total cost estimate (to include ALL fees, G&A, profit, labor categories, hours for each labor category, materials/parts), proposed schedule, and recommendation, with justification, of proposed award. The COTR shall be provided with the statement of work/RFP that was issued by the Contractor, as well as all bid/proposal submission information, if requested. The Contractor shall not proceed with making an award for any work until approved by the COTR.

Copies of all orders shall be forwarded to the Architect of the Capitol Contracting Officer noted in Block 6. Of the Solicitation, Offer and Award form of this contract upon issuance.

C.4.3.5.7 Infrastructure Repair Orders

The Contractor shall provide these services when requested in writing in the form of an Infrastructure Repair Order approved by the COTR or Contracting Officer. An infrastructure repair order shall be generated by the Contractor when the need for building infrastructure related repairs is identified. Building infrastructure related repairs are any repairs to any component of the building being maintained under this contract. The COTR shall resolve any questions related to whether work is considered an infrastructure repair.

Copies of all orders shall be forwarded to the Architect of the Capitol Contracting Officer noted in Block 6. Of the Solicitation, Offer and Award form of this contract upon issuance.

C.4.3.5.8 Infrastructure Repair Order Thresholds

Infrastructure Repair Orders are used when the requested service exceeds the \$2,000 threshold identified for building service requests. The COTR may approve Infrastructure Repair Orders that will not exceed \$25,000 per order. Infrastructure Repair Orders exceeding \$25,000 will be forwarded directly to the Architect of the Capitol Contracting Officer for approval. The Contractor shall furnish a copy of the **approved** repair order to the COTR.

C.4.3.8 Service Request/Work Order/Repair Order Tracking

The Contractor shall record and process all requests for services in a computer based management Information system (MIS) that contains information for tracking and reporting purposes. A hard copy of the MIS (service request/work order/repair logs) shall be generated weekly and provided to the COTR. The information system shall contain data in sufficient detail to enable the Government to determine whether services are completed in accordance with the terms of the contract. The MIS shall be available for inspection by the Government and shall include as a minimum:

- (1) Name, organization, and telephone number of person reporting the problem.
- (2) Time and date report was received.
- (3) Name of person who received the report.
- (4) Description of the problem.
- (5) Location of the problem.
- (6) Description of the action taken to resolve the problem.
- (7) Time and date corrective action was completed or Notation on log if service call becomes a repair outside the scope of service calls. Note: The rationale for the conversion to a Maintenance or Repair Service shall be provided.
- (8) Name and initials of person(s) who corrected the problem.
- (9) Cost estimate, if applicable.

C.4.4 Continuity of Services

The Contractor fully recognizes that the services covered by this contract are vital to the Government's mission; that continuity of the services must be maintained at the utmost proficiency

and without interruption. The Contractor shall operate the TMFJB during all emergency situations in accordance with the Emergency Operating Plan.

C.4.4.1 Emergency Operating Plan

The Contractor shall be responsible for the development, updates, and maintenance of an Emergency Operating Plan that protects life and property in the TMFJB. The Contractor shall include in this plan actions to be taken to ensure that the facility is adequately maintained and protected in an emergency situation. Such emergencies may include but are not limited to: civil disturbances, indoor air disturbances, natural disasters, fires, accident and rescue operations, strikes, terrorist's acts/threats, and military contingency plans. The Contractor shall submit the Emergency Operating Plan to the COTR for review and approval within 30 calendar days after contract award. The Contractor shall distribute copies of the approved plan to all tenants.

C.4.4.2 Emergency Personnel Requirements

Designated Contractor personnel, including the property manager, shall become thoroughly familiar with the Emergency Operating Plan. The Contractor shall fully engage and participate, consistent with the emergency plans, during the event of a building related emergency or natural disaster regardless of the time of the occurrence. The Contractor shall provide all the required technical personnel qualified in the operation of protective equipment.

The Contractor shall provide the COTR an emergency list of local telephone numbers for all key personnel within 30 calendar days after contract award.. The Contractor shall respond to emergency calls 24 hours a day, 7 days a week, 365 days a year. The Contractor shall immediately provide the COTR with any changes to personnel or relevant information to ensure the names and telephone numbers are current throughout the term of this contract.

C.4.5 Tenant Relations Program

The Contractor shall develop a tenant relations program that maintains high visibility of on site managers, including attendance at the Tenant Committee's quarterly meeting or meetings as designated by the COTR. A Tenant Relations Program plan shall be provided to the COTR within 30 calendar days after contract award for COTR approval. The Contractor will be provided with a meeting schedule by the COTR. The Contractor shall consult with the Tenant Committee on the development of a "customer satisfaction" survey. The Contractor shall conduct surveys on an annual basis and provide the analysis of the survey to the Tenant Committee within 30 calendar days after the survey is completed.

The surveys shall be distributed to all tenant units at the conclusion of the first 365 calendar days and every year thereafter under the contract. All tenants shall be instructed on the questionnaire to return the completed form to the COTR. After review by the COTR, copies will be furnished to the Contractor for purposes of analysis and presentation of the results and a plan of action to address problem areas identified on the survey, to the Tenant Committee.

C.4.6 Building Service Quality Control Program

The Contractor shall establish a quality control program addressing all requirements of this contract. This program shall include specific quality control plans and an annual calendar for each component of the contract including, but not limited to the following: facilities management; operations of ALL building equipment and systems including preventive and corrective maintenance; janitorial/custodial services; trash or solid waste disposal/removal; pest control; mail services; floor copier services; landscaping, grounds, and plant maintenance; snow/ice clearing, shoveling, plowing, sanding/treatments and removal; tenant alterations and construction projects; and security. Quality control plans addressing each component of the contract shall be provided to the COTR within 30 calendar days after contract award for COTR approval.

At a minimum, the quality control plans shall:

- a. Incorporate checks/balances and procedures to ensure all services are performed in accordance with highest industry standards for the same or similar services necessary for the management of a first class federal or commercial building;
- b. Include performance measures for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable;
- c. Ensure that the Contractor's employees are notified of deficiencies found in their areas of responsibility, that the noted deficiencies are corrected, and that these employees are counseled/retrained as necessary to ensure that deficiencies do not occur;
- d. Include a checklist for routine inspections that is tailored to the TMFJB and covers all services specified herein, which shall be performed by the Contractor on a scheduled or unscheduled basis. The checklist used must be signed and dated by the Contractor upon completion of the inspection. The Contractor shall identify all personnel who shall be performing inspections by name, title, and type of inspection. Inspections **shall not** be performed by employees who are actually performing the work being inspected; and
- e. Provide quality control reports to the COTR on a monthly basis. The reports shall include performance problems identified (either by the COTR or the Contractor) and corrective measures taken.

C.4.6.1 Quality Control Inspections

The performance of inspections in accordance with the approved program is an essential part of this contract. All aspects of the approved plan shall be actively enforced. The Contractor shall maintain a file of all inspections conducted and corrective actions implemented by the Contractor, including offsite contractors and subcontractors, in the Property Management office. The inspection files shall be made available to the COTR, or designated representative, during the term of the contract, as required. A copy of all inspection reports shall be submitted to the COTR by Close of Business (COB), the Monday following the week each inspection is conducted. The COTR may compare

inspections performed by the Contractor's inspectors with actual conditions that exist at that point in time.

C.4.6.1.1 Quality Control Inspections of Operation and Maintenance Services

Quality control inspections of operation and maintenance services shall be performed at a minimum at the following frequencies:

- (i) Weekly by the property manager or COTR approved dedicated quality control inspector.
- (ii) Monthly by qualified headquarters or corporate level personnel not performing on-site supervision.

C.4.6.1.2 Quality Control Inspections of Janitorial/Custodial Services

Quality control inspections of janitorial/custodial services shall be performed at minimum at the following frequencies:

- (i) A portion of each floor shall be inspected DAILY, to ensure that a complete building inspection is conducted weekly.
- (ii) Unannounced Monthly, by headquarters or corporate personnel not performing on-site supervision.

The custodial inspection form shall identify the floor supervisor, the area by suite and room number, date and time of inspection and a brief statement describing the condition of the space and listed deficiencies, i.e., trash receptacle over-flowing, carpet has visible stains and debris.

C.4.6.1.3 Quality Control Inspections of Guard Services

Quality control inspections of guard services shall be performed at a minimum at the following frequencies:

- (i) Weekly by the property manager or COTR approved dedicated quality control inspector.
- (ii) Monthly by qualified headquarters or corporate level personnel not performing on-site supervision.

C.4.6.2 Indoor Air Quality

- (a) The Contractor shall maintain the building HVAC system, using maintenance, repair procedures, and materials to ensure indoor air quality meets or exceeds ASHRAE standards. Before any interior alteration, the HVAC distribution shall be examined and supply diffusers and return grills rearranged and protected to preclude damage to the system and/or system parts.

- (b) The Contractor shall avoid using any toxic products, cleaners, adhesives, etc. in the building or any reason, especially during filter replacements and fan coil unit(s) cleaning.
- (c) The Contractor shall ensure compliance with the Environmental Protection Agency acceptable levels for indoor air quality threshold limit values (TLVs). Upon identification of contamination and/or measurements exceeding the acceptable levels, the Contractor shall immediately notify the COTR of the situation and provide corrective actions which shall be initiated by the Contractor.
- (d) The Contractor shall control contaminants at the source and/or operate the space in such a manner that the indicator levels for carbon monoxide (CO), carbon dioxide (CO₂) and formaldehyde (HCHO) are not exceeded. The indicator levels are as follows: CO - 9 parts per million (PPM) time weighted average (TWA - 8- hour sample); CO₂ - 1000 PPM (TWA); HCHO 0.1 PPM (TWA).
- (e) The Contractor shall immediately investigate indoor air quality complaints and shall implement controls including alteration of the Building Operating Plan (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Contractor shall conduct independent indoor air quality tests on a semi-annual basis and report their findings to the COTR within thirty (30) calendar days of the test. In the event a problem is identified, if the problem can be resolved with routine general cleaning and maintenance, then it is covered under the base fixed price portion of this contract at no additional cost to the government. If the problem requires major repairs, such as duct work relocation or installation of new equipment, the Contractor shall submit bids/proposals identifying the work to be performed, method to perform the work, time frame, and total proposed price, within sixty (60) calendar days of the test. The COTR will review the bid/proposal package and provide written approval and a work order to proceed, if deemed necessary and warranted.

Copies of each semi-annual test shall be maintained in the property manager's office for access by the Government. The Contractor shall assist the Government in its assessments and detailed studies by making available information on building operations and Contractor activities and provide access to space for assessment and testing, if required, and implement corrective measures required by the COTR.

C.4.6.2.1 Radon Measurement and Corrective Action

- (1) Radon levels in space shall not exceed the EPA action level for homes of 4 picocuries per liter (pCi/l).
- (2) The Contractor agrees to measure within 30 calendar days after award, and every six months thereafter, the premises for radon and mitigate radon levels that equal or exceed 4 picocuries per liter (pCi/l). If measurements reveal radon levels at or above 4 pCi/l, the Contractor shall immediately develop a plan of corrective action. All corrective actions will be completed in accordance with Section C.5.4 Corrective Maintenance and Repairs. Upon completion of corrective actions, the Contractor shall perform subsequent testing until results indicate radon levels below 4 picocuries per liter (pCi/l).

- (3) All laboratory detector analysis shall be performed by a laboratory successfully participating in the EPA-sponsored radon measurement proficiency program. Actual radon measurements from the testing laboratory must also be submitted to the COTR for each detector used in support of the certification.

C.4.6.3 Semiannual Indoor Air Quality Assessment and Report

The Contractor shall conduct scheduled preventive maintenance airflow, temperature, humidity, and other equipment measurements to confirm that the installed equipment is operating efficiently and effectively. Beginning one (1) month after contract award and every six months thereafter, an inspection of the indoor air quality shall be conducted by an independent consultant with a minimum of five years experience in conducting compliance assessments for air quality in commercial and federal buildings. Within 30 calendar days after contract award, the Contractor shall submit to the COTR the name and qualifications of the proposed independent Consultant for final approval. A final report, "Semiannual Indoor Air Quality Findings, Analysis, and Recommendations", shall be prepared by the independent Consultant and submitted to the COTR within 30 calendar days after completion of the inspection. Any recommended actions shall be the responsibility of the Contractor to correct unless otherwise determined by the COTR. The Contractor shall provide a corrective action plan to the COTR and inform the COTR when all corrective actions have been completed.

C.4.7 Contractor Maintained Telephones

The Contractor shall maintain the telephones and associated phone lines for the telephones listed in Attachment 21.

C.5 OPERATIONS OF ALL BUILDING EQUIPMENT AND SYSTEMS INCLUDING PREVENTIVE AND CORRECTIVE MAINTENANCE

C.5.1 General

The equipment and systems to be operated, maintained and/or repaired by the Contractor include, but are not limited to, all mechanical, electrical, plumbing, utility, architectural/structural, audio-visual, cable television, and other essential building equipment and systems installed in the TMFJB, including, but not limited to:

- HVAC-R equipment and systems
- HVAC system controls and monitoring equipment
- Cable TV System (to include, but not limited to, diagnostics, repairs and/or replacements to connections, cable wires, cable boxes and installation of additional cable outlets)
- Domestic hot and cold water equipment and systems
- Electrical equipment and systems (all voltages)
- Fire protection/suppression equipment and systems
- Fire detection and alarm equipment and systems
- Lighting control systems and equipment
- Heating equipment and systems
- Water treatment equipment and systems

Sanitary sewage equipment and systems
Storm drainage equipment and systems
Underground utility systems and vaults (except items owned by the Utilities)
Architectural/Structural Systems
Elevator Equipment and Systems
Vertical Lift/Transportation equipment (VTE)
Security Duress Alarms, X-ray Machines, Metal Detectors, and Hand-held Wands (metal detectors)
Security Camera Equipment and Systems
Security Barriers, Bollards, Planters and related electronic equipment systems
TMFJB sound and intercom equipment and systems
Cafeteria, Judicial Conference Center and Education Center Kitchen Equipment
(This includes the kitchen exhaust hoods, duct cleaning and pumping/cleaning of grease traps)
Energy Management System

The Contractor shall not change nor alter the design of existing mechanical equipment, electrical circuits, controls, wiring, cabling, piping, or other building systems, except for emergency situations, without obtaining written authorization from the COTR and AOC Facility Manager. The Contractor shall furnish appropriate drawings and specifications indicating desired alternations to the COTR and AOC Facility Manager for approval. All drawings shall be stamped and sealed by a Registered Architect or Professional Engineer as determined by the COTR and AOC Facility Manager. Upon completion of work, all drawings shall be updated to reflect "as-built" conditions. "As-built" drawings shall be submitted to the COTR and AOC Facility Manager within 30 calendar days of construction completion. All parts or components installed, or improvements made by the Contractor during the term of this contract, shall become and remain the property of the Government.

C.5.2 Operational Requirements

(a) "Operations" include, but are not limited to, daily or other periodic starting, stopping, adjusting, inspection, lubrication, etc., of the mechanical, electrical, plumbing, architectural, structural, and utility systems and equipment throughout the building. This includes periodic operations for when tenants expect to occupy their spaces outside normal work hours. The COTR or designated tenant representative will notify the Contractor by 2:00 p.m., on the day prior to the day which the tenant expects to require services beyond normal operating hours, and by 2:00 p.m. on Friday, if the tenant expects to require operations during the weekend.

(b) Within thirty calendar days after contract award, the Contractor shall provide a written Building Operating Plan (BOP) that details the operating plans and procedures for the building heating/ventilation/air conditioning and lighting systems, based on the operating criteria stated herein. The existing Building Operating Plan (BOP) shall be used as the baseline for developing a new or revised plan. Upon Government approval, the BOP shall be maintained by the Contractor and updated as operations and procedures change. Changes shall be approved by the COTR prior to being incorporated into the BOP. Once approved, the Contractor shall prominently display the instructions in the property manager's office/operating area in the building and take appropriate steps to ensure that contractor employees are knowledgeable about, and comply with, the instructions.

- (c) The building systems shall be operated in a manner to promote energy conservation in environmental, temperature, and energy practices. Based on local weather conditions, heating or cooling equipment and systems shall be started early enough that the building shall be at the prescribed temperature at the start of "Normal Tenant Working Hours". Conversely, the equipment should be shut down, or scaled back, before the end of "Normal Tenant Working Hours", permitting the "flywheel effect" of building temperatures to provide needed heating or cooling.
- (d) The standard operating temperatures for the TMFJB are between 72 and 74 degrees F during normal working hours. Outside normal working hours the equipment shall be controlled as to automatically turn on or shut off when the temperature reaches a high of 80 degrees F or a low of 65 degrees F. HVAC shall be provided for the U.S. Supreme Court Library Annex on a 24 hr/7 day a week basis at a temperature and humidity level determined by the U.S. Supreme Court Librarian. Other exceptions which may be necessary for the protection and operation of certain specialized equipment, e.g., audio-visual equipment, network servers, telecommunications equipment, computerized high speed printers and copiers, computers, etc., or other areas requiring special consideration shall be authorized, in writing, by the COTR.
- (e) The normal operating hours for building equipment and systems shall be considered as the time to operate the building's heating, humidity, ventilation or air conditioning equipment to provide the environmental temperatures, humidity, and fresh air approved in the BOP during the heating and cooling seasons.
- (f) Unless authorized in writing by the COTR or as required above, building equipment and systems shall not be operated more than 14 hours per day during normal tenant working hours on any day the building is occupied, during evening hours, on weekends or holidays, or whenever the building is unoccupied. Exceptions may be necessary for the protection and operation of certain specialized equipment, e.g. network servers, telecommunication equipment, computers, audio-visual, video-conference, television, high-speed printers and copiers, security equipment, or other temperature/humidity sensitive equipment. The location of this equipment shall be identified by the COTR and provided to the Contractor prior to start up date.
- (g) Ventilation shall be filtered and balanced at all times to ensure a safe, healthy, and comfortable environment consistent with ASHRAE standards. Outside air shall be provided to all spaces, occupied by a person or persons, at 5 cubic feet per minute for each person and adjusted accordingly to achieve a comfortable environment. Economizer cycle free cooling using outside air may be used for cooling where such systems exist.
- (h) Running test checks of large or high energy use equipment, such as pumps, air handling equipment, etc., shall be performed during normal operating hours, provided that it does not cause an interruption in service or increase monthly electricity, utility or other demand costs. The COTR shall define the peak usage periods during which tests or checks are prohibited and provide the Contractor with this information.
- (I). Any test of mechanical, electrical, or utility systems or equipment that may adversely impact environmental conditions in the building, or which may increase the monthly electrical demand charge, must be coordinated with, and have the concurrence of, the COTR.

(j). The Contractor shall ensure proper cleanliness of all mechanical space and not allow any violation of safety procedures. The Contractor shall maintain the machinery spaces, shops, and storerooms in a clean and orderly manner. Upon completion of any work in these areas, the Contractor shall clean up all debris and leave the area clean. The machinery rooms, including floors and equipment located within the rooms shall be painted or sealed to maintain the neat and clean appearance of the room and equipment. All paint in these areas shall comply with the industry color coding system and American National Standards Institute (ANSI) Handbook, and ensure the identification information on the equipment is clearly readable.

(k) Mechanical, electrical, and data/telecommunications rooms shall not be used as storage areas for any materials that are a fire hazard. Storage of any building supplies or equipment of any kind in these rooms is strictly prohibited, unless written approval is obtained from the COTR.

(l) The Contractor shall perform water treatment of applicable systems in accordance with the manufacturer's recommendations and industry standards to ensure maximum efficiency and effectiveness of the equipment.

C.5.3 Building Infrastructure Maintenance

Maintenance shall be performed on all building equipment and systems which are part of the TMFJB infrastructure. All invoices for building infrastructure maintenance shall be submitted to the AOC, through the AOUSC, in accordance with the procedures identified in Section I. Preventive maintenance shall be included in the base price for the operations and maintenance. Corrective maintenance and repairs outside of the normal preventive maintenance requirement is addressed below in section C.5.4.

C.5.3.1 Preventive Maintenance Requirements

C.5.3.1.1 Inspections

The Contractor shall perform inspections of all building equipment and systems such as, but not limited to, mechanical, electrical, plumbing, fire protection, UPS, generator, and other utility systems, and related equipment in accordance with industry standards and procedures, to ensure efficient and proper operation at all times. Inspection reports shall be maintained as part of the equipment maintenance records and shall be provided to the COTR as part of the monthly PM and Periodic Inspection Report. Any discrepancies shall be corrected and a report providing the details of the discrepancies and corrections made shall be provided to the COTR within 10 calendar days of the inspection.

C.5.3.1.2 Housekeeping

The Contractor shall maintain and keep clean, ALL machinery rooms, i.e., mechanical, electrical, plumbing, and other utility rooms, such as engineer shops, supply storage rooms, garage storage rooms, including all space assigned to subcontractors. The Contractor shall clean debris on a daily basis.

C.5.3.1.3 Inventory

The Contractor shall conduct an inventory on a semi-annual basis, beginning six months after award of the contract, of all machine rooms, shops, and storage rooms and within 15 calendar days of conducting the inventory, the Contractor shall provide the COTR with a report identifying the particular room (with room number) and contents.

C.5.3.2 Preventive Maintenance (PM)

PM is regularly scheduled work on equipment and systems that the Contractor must accomplish in order to ensure safe, reliable, efficient, effective, and continued operation; and preclude unnecessary breakdowns; and maximize the life expectancy of the equipment and/or system. PM includes, but is not limited to, testing, adjusting, balancing, repairing, replacing, greasing, oiling, cleaning, and painting various items as specified herein.

C.5.3.2.1 PM Schedule

Within 30 calendar days after contract award the Contractor shall provide a preventive maintenance schedule covering the life of the contract to the COTR for review and approval for all the building equipment and systems identified in the Building Equipment Inventory List. The existing maintenance manuals shall be used as a baseline. The frequencies of the scheduled PM and the minimum performance requirements shall be in accordance with the frequencies and requirements contained in the appropriate manufacturer's recommendations, and PM Guides contained in the Bidder's Library, plus any special requirements stated therein.

The COTR will review the PM schedule and officially return a copy to the Contractor within fourteen (14) calendar days, indicating if the PM schedule is approved or detailing changes that are required to be made. If changes are required, the Contractor shall submit a revised annual PM schedule to the COTR within 14 calendar days of receipt of comments. Once approved by the COTR, this annual schedule shall be in full force and effect. Changes to the schedule shall be approved in writing by the COTR and incorporated into the approved schedule.

A copy of the approved schedule shall be prominently displayed in the Contractor's on-site Property Manager's office and primary work area. In addition, by the 5th calendar day of each month, the Contractor shall provide the COTR with a copy of the PM Schedule with dates the items were performed every month.

C.5.3.2.2 PM Database

The Contractor shall manage the PM program for the building through a computer based management information system (MIS). The manufacturer's recommendations for all mechanical, electrical, plumbing, and architectural systems shall be maintained in this automated system. The service procedures shall be incorporated in the MIS. Every PM activity shall be computer generated for service personnel and have a permanent identification number.

All PM requests shall be kept in active computer files for information processing and reporting. The PM activities shall be entered into the MIS database to manage work over a 12-month service

period. Scheduled preventive maintenance activity lists shall be generated from the MIS. The Contractor's MIS shall generate a PM schedule list that provides printed tasks required to conduct scheduled PM that is required to occur less frequently than annually, i.e., every 18 months, 2 years, etc., and shall be performed consistent with existing continuous PM records or, if no records exist, during the initial 12 months of this contract, and repeated at the prescribed intervals thereafter.

C.5.3.2.3 PM Guides

The PM Guides contained in the Bidder's Library contain the PM actions needed to be performed in order to accomplish the basic PM services covered under the terms of this contract. All preventive maintenance work in the guide for the equipment, to which it applies, shall be performed, unless a written waiver is obtained from the COTR. Maintenance cards shall be developed and maintained for each piece of equipment, to record all inspections and warranty items, preventive maintenance, corrective maintenance, and repairs.

Within seven (7) calendar days of new equipment installation or discovery that PM guidance is not available, the Contractor shall, at no additional cost to the government, submit a written proposed guide to the COTR for approval. The proposed guide shall include a description of the work to be performed, the man-hours needed to perform the work, and the frequency at which the work must be performed.

If the Contractor believes that any PM guide included in this contract provides either a lower or higher quantity or quality of PM than that required, either by the equipment manufacturer or the best practices of the industry, the Contractor shall immediately submit a revised guide or guides to the COTR for review and approval. At a minimum, the revised guide(s) shall include the same information as specified above. Pending approval of the revised guide(s), the Contractor shall diligently complete all required PM as specified.

C.5.3.2.4 Performing PM

- (a) It is incumbent upon the Contractor to carefully schedule and accomplish any and all PM actions, on all existing and any new equipment or system, to preclude interference with the building operation comfort levels as identified in paragraph C.5.2, Operational Requirements.
- (b) The level of PM to be performed on any equipment or system covered under a warranty or guarantee shall be determined by the Contractor prior to the performance of PM on any such equipment or systems.
- (c) The COTR shall be notified, in writing, one (1) week in advance, whenever maintenance or repair work is to be accomplished on equipment which requires shut down, opening, or dismantling of the equipment item. Equipment shall NOT be shut down, opened, or dismantled without COTR approval of the proposed date for shut down, opening, or dismantling. Such equipment may include, but is not limited to, emergency generator(s), air handling units, fans, pumps, and other equipment determined to be critical by the COTR. The notification shall also include expected completion time to allow for Government inspection of maintenance or repair work. All work that affects the building shall be performed after normal hours, unless the Contractor obtains COTR written approval to perform work during normal hours.

- (d) The Contractor shall be responsible for maintaining PM records for each piece of equipment or system that receives preventive maintenance under the approved PM program. A PM Control Card compatible with the computer based MIS shall be used for this purpose.
- (e) The Contractor shall verify the information contained on all PM Control Cards provided, and make any corrections. The Contractor shall also create new PM Control Cards for any new equipment/system, as required and archive cards for equipment/systems that have been replaced and/or removed.
- (f) All PM Control Cards shall reflect the PM guide card number, the equipment inventory identification number, the equipment nomenclature, the equipment location, the frequency of maintenance, the month that scheduled PM is to be performed, the date that PM was actually performed, the man hours consumed in performing the PM action, the initials or other identifying mark of the person performing the PM action, and whether or not there were deficiencies found during the PM activity, the actions taken and relative dates.
- (g) All PM Control Cards shall be managed and maintained on file by the Contractor in an area approved by the COTR. The COTR, shall have full and complete access to the PM control cards at all times to perform various required quality assurance inspections.

C.5.3.2.5 Reporting PM Performance

The Contractor shall be fully responsible for accomplishing all PM activities scheduled. Within five calendar days after the end of each month, the Contractor shall submit to the COTR, a progress report on the scheduled preventive maintenance activity, listing items that were scheduled and accomplished for the monthly reporting period. This report shall clearly indicate, by equipment identification number and nomenclature the following:

- (a) PM activities that were scheduled to be performed during the previous month.
- (b) PM activities that were actually accomplished.
- (c) Status of any incomplete PM activities.
- (d) Deficiencies that were found during the performance of PM and the status of those deficiencies.

C.5.4 Corrective Maintenance and Repairs

The Contractor shall perform all corrective maintenance and repairs on all building infrastructure equipment and systems to ensure maximum effective and efficient performance and life of the equipment. Corrective maintenance or repairs are maintenance and repairs not scheduled for routine preventive maintenance, but which are necessary to repair equipment that is inoperable or to prevent damage to the equipment. Repairs for purposes of this section of the specification which are minor in nature and where the estimated cost does not exceed \$2000. are included in the base price of the contract and shall be affected by the Contractor. Repairs in excess of \$2000. require an approved Infrastructure Repair Order.

The final decision as to which dollar category a repair job falls under for repairs not exceeding \$25,000. shall be made by the COR. In the event of a dispute, the Contractor may appeal the

COTR's decision to the AOC Contracting Officer and file a claim. The Contractor shall proceed diligently with the performance of the work, pending resolution of any request for relief, claim, appeal or action relating to the contract, and comply with the decision of the Contracting Officer. All appeals and claims shall be processed in accordance with the "Disputes Clause" of this contract.

C.5.4.1 Corrective Maintenance and Repairs (in excess of \$2000.)

The Contractor shall generate an Infrastructure Repair Order for repairs in excess of \$2000. for each maintenance task or individual repair. Repairs shall be performed only when approved and ordered in accordance with Section G. Repairs in excess of \$2000. but not exceeding \$25,000. may be approved by the COTR. Repairs in excess of \$25,000. Require the approval of the AOC Contracting Officer.

The repair order shall describe the service to be provided and shall establish the maximum ceiling amount which includes the total labor and material costs estimated for the project. The ceilings specified in the form may not be exceeded without the written approval of the Contracting Officer or authorized Ordering Officer.

No repair work shall be performed without prior written approval from the COTR or the CO. The COTR or CO shall not approve the repair work until the price for the work can be determined to be fair and reasonable. The Service Work Order form shall include an approval block for the COTR/CO signature.

C.5.4.2 Recording Performance of Equipment Repairs

The Contractor shall be responsible for maintaining equipment history records and shall ensure that each repair is recorded on the applicable maintenance card.

All equipment history cards shall reflect the equipment PM guide card number, the equipment inventory identification number, the equipment nomenclature, the equipment location, an explanation of all minor or major repairs or modifications accomplished on the equipment item, the date that work was performed, the man-hours consumed in performing the work, and the name/initials/other identifying mark of the person performing the work.

The Contractor shall update all equipment history cards on a continuous basis, or each time that maintenance or repair has been performed for that equipment. Inspection records shall also be included in the maintenance record for each piece of equipment. The Contractor shall maintain all equipment history/maintenance cards on file in an area designated by the Contractor that is readily accessible to the Government for review and inspection as required.

C.5.5 Architectural/Structural Maintenance

The Contractor shall provide all labor, equipment, and materials necessary to perform all architectural maintenance and repairs to the interior and exterior of the facility including, but not limited to, the interior and exterior items identified below. The repair threshold for architectural/structural maintenance is the same as stated in Section C.5.4 Corrective Maintenance and Repairs.

The Contractor shall, as directed by the COTR, maintain, repair, replace, and restore all of the architectural and structural components of the building. The PM and repair of the roofing system, ceilings, walls, and floor coverings **are included** in this contract. The Contractor shall maintain and preserve the architectural integrity of the TMFJB. Maintenance includes but is not limited to:

1. Scheduled interior and exterior painting (excluding interior of individual suites/offices);
2. Maintaining a continued “like new” appearance of all common areas and suite entry doors, by cleaning, painting (touch-up and/or complete), repairing, or whatever means deemed necessary by the COTR/DTR, for all finished walls (stationary or moving), baseboards, floors/carpets/carpet tiles/ceramic tiles/other hard flooring, ceilings, doors (wooden or otherwise/both sides of doors);
3. Caulking; cleaning, painting and repair of exterior architectural building finish systems including openings;
4. Waterproofing; replacement or repairs to the roofing system, atrium glass curtain wall, and steel space frame;
5. Repairs to the parking garage which do not require structural alterations;

C.5.5.1 Exterior

Exterior walls, atrium glass panels, frit glass windows, Pilkington Architectural, Ltd. steel space frame, glass curtain wall, granite pavers, Child Development Center play court surface, roofing, penthouse, rooftop balconies (4th, 6th, & 7th floors), flashings, skylights, chimneys, ventilators (and other items that pierce the roof), gutters, down spouts, splash blocks, overhangs, windows, exterior glass and metal doors, sidewalks, plaza, walkways, driveways, guard booths, roads, curbing, parking garage, patios, tree grates, security barriers, bollards, planters, benches, entrances, flagpoles, exterior stairways, loading dock, and parking garage roll-up gates shall be maintained by the Contractor.

C.5.5.2 Interior

Interior walls including wood paneling, soundproofing, training and conference room movable wall systems, floor coverings, granite, marble and glass tile flooring, carpeting (broadloom and tiles), ceramic tile and base, interior stairways, ceilings and ceiling tiles, doors, door hardware, windows, Venetian blinds, atrium shades and Judicial Conference Center “blackout” shades, toilet fixtures, plumbing systems and electrical systems and equipment including light fixtures shall be maintained by the Contractor. Cafeteria kitchen exhaust hoods systems shall be cleaned from hood to roof, on a semi-annual basis, in accordance with the requirements of NFPA 96.

C.5.5.3 Level of Maintenance

The level of maintenance shall assure that the property is free of missing components or defects which affect the safety, appearance, and/or intended use of the facility or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with the design intent. Repair work shall be carried to completion, including touch-up painting and /or

operational checks. The quality of the work and the repaired areas shall be of equal or higher quality, fully compatible with adjacent surfaces or equipment.

C.5.5.3.1 High Traffic Areas

The Contractor shall maintain all high-traffic areas to ensure the areas are free of missing components or defects which affect the safety, appearance, and/or intended use of the area. Examples of high traffic areas are the public corridors on all floors, in particular leading to and away from the freight elevator, concourse public corridors leading to or away from the loading dock, mail rooms, and computer centers.

C.5.5.4 Coordination of Work

The building may be occupied in an area where scheduled work is required for repair and alterations. The Contractor shall coordinate its work with others using the premises. Furniture and portable office equipment in the immediate area of the work to be performed shall be moved by the Contractor, covered with “drop cloths” or other suitable material, and replaced in its original location. Delivery and storage of materials and equipment and accomplishment of all work shall be made with a minimum of interference to Government operations and personnel. Interruptions to building services shall be kept to a minimum and those that affect environmental conditions, such as painting, floor replacement, drilling, etc., in occupied portions of the building shall be performed outside the normal hours of operation.

C.5.5.5 Appearance

Wherever the term appearance is used in this or subsequent sections of this Contract, it shall be construed to mean an appearance similar to the original finished appearance with only minor, unobjectionable deterioration resulting from normal use. Upon completion of work, any stains and other unsightly marks shall be removed by the Contractor at no additional cost to the government.

As part of the base contract fixed price, the Contractor shall also perform all touch-up painting to the interior and exterior of the facility in accomplishment of maintenance and repair work.

During and at completion of work, debris shall not be allowed to spread into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day while work is in progress, by the Contractor and at no additional cost to the government.

C.5.5.6 Replacements

All replacements shall match existing surroundings in dimensions, materials, quality of work, finish, color and design.

C.5.6 Operation, Maintenance and Repair of All Elevators, Vertical Lift/Transportation Equipment (VTE), and Related Systems

C.5.6.1 General

The Contractor shall be responsible for the operation, maintenance and repair of all building elevators and vertical lift/transportation equipment (VTE) and related systems, to include, subcontracting all elevator and VTE equipment work to a qualified elevator contractor, approved by the Architect of the Capitol. The Contractor is responsible and shall ensure a qualified elevator subcontractor provides the necessary management, supervision, labor, materials, supplies, repair parts, tools, instruments, and equipment to maintain all VTE equipment and systems at the optimum level of performance. The Contractor shall provide preventive and corrective maintenance, including service calls, repairs and inspections in accordance with manufacturer's recommendations and industry standards, including ASME A17.1. The Contractor and subcontracted elevator services shall ensure the safety, and optimum operation and performance all elevators, loading dock hydraulic lift, and related equipment. The Contractor shall assure the elevator subcontractor maintains an inventory of any special tools and equipment, and has the technical knowledge and ability to troubleshoot, service and maintain the elevators related to the specific type of microprocessor controls installed on the system, including solid state or microprocessor diagnostic tools and software available only from the elevator/controller manufacturer.

C.5.6.1.1 Acceptable Level of Maintenance

All elevators in the TMFJB shall be maintained at the optimum level of performance throughout the contract performance period. An optimum level of maintenance is defined as the level of maintenance which will preserve the equipment in a pristine and unimpaired operating condition. In no case, shall the level of maintenance be less than the level recommended and specified by the system's manufacturer. The Contractor is responsible for performing scheduled and unscheduled maintenance and repairs, on a 24-hour a day, 365 days per year basis, including call-back, overtime and additional services.

C.5.6.1.2 Cleanliness

The Contractor shall maintain the elevator mechanical rooms, machinery shops, and storage areas in a clean and orderly manner. When work is performed in these areas, the Contractor's personnel shall clean up all debris and leave the area in a presentable condition. The machine room floors and walls within the rooms shall be painted bi-annually. Machinery and machine enclosures and pipes shall be cleaned and painted once every three years, and kept clean and free from accumulating dirt at all times.

C.5.6.2 Elevator PM Schedule

The Contractor shall develop a PM schedule that includes details of each maintenance task for all elevator and elevator equipment located in the TMFJB. The schedule shall be submitted to the COTR for approval no later than 30 calendar days after the contract award. The schedule shall be approved by the COTR and any changes to the approved schedule shall be made in writing and the revisions shall be approved by the COTR.

C.5.6.3 Elevator Performance

The Contractor shall maintain the manufacturers recommended speed in feet per minute, the original performance time including acceleration/deceleration, perform the necessary adjustments and tests to maintain the original door speeds when opening or closing, and maintain the door open time and closing forces within the limits of the safety code for elevators and escalators. Measurements of elevator speed, door operating times, door pressure, floor to floor performance times, leveling accuracy and group operation shall be the governing factors in determining the adequacy of the elevator maintenance. Any deviations shall not be permitted unless approved by the AOC Facility Manager or his designee, and the AOC Elevator Engineering personnel, who will then notify the COTR.

C.5.6.4 Elevator Testing

The Contractor shall subcontract all elevators testing to a qualified elevator inspection contractor, approved by the AOC Elevator Engineering Division. The Contractor shall provide an independent, Qualified Elevator Inspector meeting the qualifications of ASME QEI-1 to perform all elevator tests and inspections at no additional cost to the Government. Periodic tests and inspections shall be performed in accordance with Table N-1 of ASME A17.1. The Government may, at its own discretion, desire to be present at each scheduled test for each of the elevators and elevator equipment in the TMFJB. The Contractor shall notify the AOC Facility Manager and COTR at least fifteen (15) calendar days in advance of the testing. A written test report, listing all testing performed and conditions found, including recommendations for any repairs, shall be submitted to the COTR within fourteen (14) calendar days after testing, with a copy to the Architect of the Capitol Facility Manager. The Contractor must ensure all tests are successfully accomplished. The Contractor shall retain a copy of the test reports with all other applicable maintenance documentation for the elevators. The Contractor shall have any and all deficiencies identified during testing and inspections, corrected within 10 days, and request a re-inspection and test to occur within seven (7) days of correction, and a report be provided within fourteen (14) days of re-inspection and testing.

C.5.6.5 Continuity of Operation

The Contractor shall perform all maintenance and corrective repairs necessary to ensure continuity of operations. Maintenance shall include, but not be limited to; cleaning of elevator pits and carbon removal from the generators, to ensure the elevators and equipment useful life expectancy meets or exceeds manufacturer claims.

C.5.6.5.1 Elevator Emergencies

Contractor shall respond immediately to notification of an emergency condition, and correct the problem(s)/condition(s) as soon as possible, and without delay.

C.5.6.5.2 Operation after Emergencies

The Contractor shall ensure proper operation of all elevators and related equipment at the conclusion of any emergencies such as fires, fire drills, accident and rescue operations, strikes, civil disturbances, natural disasters, utility service outages, and military contingency operations.

C.5.6.6 Work Schedule Coordination

All scheduled work that requires an elevator to be taken out of service shall be coordinated with the COTR. The Contractor shall report to the COTR, the status of elevator equipment or systems not operating due to uncompleted work, by the close of each work day. Any equipment or system not operational by the official start time of the normal hours of operation shall be reported to the COTR by 8:00 AM that day. The Contractor shall be responsible for the installation of signs and/or barricades as related to equipment and/or systems, as deemed necessary by the COTR. In the event an elevator is shut down, an “Out of Service” sign must be placed at each control button on all floors. Downtime for elevator repairs shall be limited to 72 hours, except as approved, in writing, by the COTR.

C.5.6.7 Elevator Corrective Repairs

Repairs that exceed the dollar threshold of \$2000., shall be identified to the COTR in the form of an Infrastructure Repair Order, with a proposal of the estimated costs (material and labor), and time frame for completion. The costs and time frame for completion shall be approved by the COTR prior to the start of any work under the Infrastructure Repair Order process. The work order must be approved and signed by the COTR or authorized Ordering Officer prior to start of this work. Work of an emergency nature shall not be delayed while waiting for approval. Emergency situation may be approved verbally by the COTR. Subsequently, a justification for the emergency work shall be provided to the COTR with the Contractor’s invoice detailing the incurred costs.

C.5.6.8 Elevator Data Management

The Contractor shall identify the elevator equipment and systems and maintain the information in the TMFJB computer based management information system. The data shall be included as part of the total plant property management system.

C.5.6.9 Elevator PM Check Charts

The Contractor shall develop and maintain preventive maintenance check charts for each elevator and related equipment, according to the manufacturer’s recommendations. The elevator check charts shall be posted and left in the respective elevator machine room. Check charts shall be maintained with Contractor employee’s initials and dates to validate that scheduled preventive maintenance has been performed, as scheduled.

C.5.6.10 Elevator Records

The Contractor shall maintain all preventive and corrective maintenance records on all elevators and related equipment that are sufficient to develop statistical, historical, and cost records for each

elevator.

C.5.6.11 Documentation

Each elevator mechanical equipment room shall contain the Schematic wiring diagrams, sequence of operation manuals, and parts manuals applicable to the particular type of equipment being maintained in conjunction with the elevators and elevator machinery.

C.5.6.12 Traffic Analysis

A traffic analysis shall be completed semi-annually on each group of three or more passenger elevators functioning under a common dispatching system. It shall be performed during a 24-hour period agreed upon by the COTR, when all the elevators are functioning properly and are “in-group” or operating as intended by the COTR. The traffic analysis report shall be submitted to the COTR within fourteen (14) calendar days after completion of this requirement.

- (a) Before the data is collected, individual elevator performance checks shall be accomplished on speed and motion control, door operation, and load weighting devices. Terminal dispatching times, and any clock controlled peak operations, shall be properly set.
- (b) The Contractor shall provide and install all necessary testing equipment. The following parameters or events shall be recorded and segmented at 15 minute intervals.
 - (1) Number of calls registered at each floor in both the up and down direction.
 - (2) Call cancellation time after registration in categories of under 15 seconds, 15-30 seconds, 30-45 seconds, 45-60 seconds, 60-120 seconds and over 120 seconds.
 - (3) Average waiting time for both up and down hall calls at each floor.
 - (4) Percent of time each elevator is “in-group”.
 - (5) Number of starts for each elevator.
 - (6) Number of times load by-pass function was initiated for each elevator.
- (c) The 15-minute interval data and 24-hour summary shall be collected and printed. All data shall be compiled into a report with an analysis and narrative characterizing the quality of elevator performance along with recommendations for system improvement.

C.5.6.13 Elevator Supplies, Materials, Equipment, and Replacement Parts

The Contractor shall furnish all labor, supplies, replacement parts, and materials, as necessary to perform cleaning, maintenance, inspection, repairs, or replacements to elevators, equipment, appurtenances, and accessories including, but not limited to: hoist machinery, traveling cables, motor generators, controllers, silicon control rectifiers (SCR's), transformers, rectifiers, exciters, selectors, worm gears, thrusts, bearings, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, contacts, coils, resistors for operation and motor circuits, magnet frames, telephones, cams, car door and hoisting door hangers, tracks and guides, door operating devices, interlocks and contacts, interior cab lighting, hatch lighting, pit lights, bulb replacement in signal system, cover plates, position indicator glass, and all other elevator signal and accessory equipment. The Contractor is responsible for replacement of all machine room light bulbs or tubes,

hatchway and pit receptacles, and light sockets. Particular attention shall be given to maintaining all emergency lighting units in an operable condition. Exchanging parts between any pieces of equipment, for any reason, is strictly prohibited under this contract, unless expressly approved in writing, by the COTR.

- (a) The Contractor shall have available, on-site at the TMFJB, a stock of replacement parts of type, brand, and capacity specified for the TMFJB where the elevator maintenance services are to be performed. The Contractor shall have replacement parts on site the first day of the contract, to ensure that elevator service will not be subject to interruptions or stoppages. At a minimum, the Contractor shall store, at the TMFJB, appropriate quantities of the following maintenance supplies:

- (1) Door operator motors, 1 each;
- (2) Belts, 2 sets;
- (3) Generator and motor brush sets;
- (4) Controller and selector switch contacts and coils;
- (5) All selector contacts, brushes, 1 set each.
- (6) SCR fuses
- (7) Door interlocks assembly complete
- (8) Car door safety edge complete, 1 pair, 1 set of parts
- (9) Car door photo electric safety device and other door protection equipment
- (10) Hanger rollers for both car and hall doors
- (11) Limit switches, terminal stopping segments and contacts
- (12) Complete roller guide parts, replacement inserts for slide guides, for car and counterweight
- (13) Capacitors, resistors and miscellaneous relay springs
- (14) Replacement parts for contacts, sockets, switches, and buttons in car operating panel and all signal fixtures.

- (b) The Contractor/elevator subcontractor shall be able to provide parts of the types listed below for each type and size of elevator within 48 hours of establishment of the need for such part(s). The period of time for furnishing the part(s) may be extended by the COTR, if requested by the Contractor within the original time period. The following lists parts that will be provided by the Contractor within 48 hours of establishment of the need:

- (1) Transformers, rectifiers, and exciters;
- (2) Brake magnets, cores, coils, and related items for the repair of the brakes;
- (3) Electric timer circuit boards;
- (4) Special tools that are required to make repairs without undue delay;
- (5) Solid state controls, power packs, and dispatching control cards;
- (6) Perforated tape or air cord drive;
- (7) Carpet inserts for cabs flooring.

- (c) The Contractor shall provide any additional parts when made necessary by normal wear and tear, except for the following items:

- (1) Car enclosure and interior panels;

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- (2) Car and hoist way enclosures including accessories;
 - (3) Hoist way doors, door frames, and sills;
 - (4) Floor granite panels; and
 - (5) Hoist way, compensating, and governor ropes
- (d) All parts replaced under the provisions of this contract shall be new and identical to original equipment or the equipment manufacturer's recommended replacement parts.
- (e) An inventory of spare parts shall be maintained at the TMFJB. This inventory shall contain the description and part number of all items listed in Section C .5.6.13. Whenever requested, the parts inventory shall be made available for inspection by the COTR, CO, and/or AOC Facility Manager.

C.5.7 Emergency Systems Maintenance, Testing, and Inspection

The contractor shall provide maintenance, periodic testing, and inspections to ensure emergency systems are operational at all times. The emergency systems include fire alarm, portable fire extinguishers, kitchen exhaust hood extinguishers, automatic sprinklers, and smoke control systems provided throughout the building. Also included are the dedicated firefighter telephone communication system provided in all stairways, elevator cabs and elevator lobbies, fire control room, property manager suite, roof top dome, and the roof mounted emergency generator and associated power distribution system. The Contractor shall be fully responsible for any and all costs related to performing these tests and any and all costs related to fixing or repairing any of the emergency system(s)/equipment outlined in this section up to \$2000. In the event any emergency system(s)/equipment replacement is necessary, due to the fault or negligence of the Contractor's responsibility to properly and adequately maintain said emergency system(s)/equipment, ANY AND ALL costs related to the emergency system(s)/equipment replacement shall be the sole responsibility of the Contractor. The emergency generator shall be used in circumstances of emergency power loss only.

C.5.7.1 Fire Alarm Control Equipment

The fire alarm control equipment consists of Simplex Time Recorder Company control panels located in the Fire Control Room connected through a Simplex proprietary "Mapnet" multiplex loop. Simplex model 4100 control units report to a Simplex model 2120 processor, which feeds information to the personal computer based graphic screen and Epson dot-matrix printer. Alarm notification is accomplished using Simplex amplifiers, tone generator and voice reproduction equipment from the Fire Control Room. All fire alarm signals (Alarm, Supervisory, and Trouble) are monitored in the Fire Control Room and the building manager's office.

The Fire Control System shall be monitored 24 hours a day, 7 days a week by an outside monitoring company. Upon receiving notification of a fire alarm, the monitoring company shall immediately contact the local fire department, the building security, and the property management staff to report the alarm. In addition to monitoring fire alarms, the monitoring company shall also monitor Fire Control System "trouble" alarms. Trouble alarms shall be reported to the government's property management staff and building security.

Emergency telephones in elevator cabs shall be monitored 24 hours/7days a week. The monitoring company shall contact the elevator service company, property management staff, and building security immediately upon receipt of communication from a problem elevator cab.

C.5.7.2 System Testing Requirement

The emergency systems shall be inspected, tested, maintained, and records kept in strict accordance with the requirements of the National Fire Protection Association Standards 10, 25, 72, 92A, 96 and 110. Test and inspection plans shall be submitted to the COTR for approval at least 30 calendar days prior to commencement. A report shall be submitted to the COTR quarterly to document all testing and inspections. Reports shall contain a narrative providing a summary of equipment tested along with deficiencies noted and recommendations for correction. Copies of alarm logs from all testing shall be made available to the Government upon request.

C.5.8 Maintenance of Government Owned Equipment/Property

The contractor shall provide all maintenance and repair services to Government Owned Equipment/Property (excludes all computers/computer systems and audio visual equipment) located in the following areas, and also listed in attachment(s) identified in Section J of this Contract:

- (a) TMFJB Cafeteria
- (b) FJC Auditorium and Classrooms
- (c) Data Center Training Rooms
- (d) TMFJB Data Centers
- (e) Judicial Conference Center
- (f) Child Development Center
- (g) FJC Studio/Edit Room, Tele-training Studio, Control Room, and FJC Video Conferencing Studio

This equipment is not considered part of the TMFJB infrastructure for maintenance purposes. The Contractor shall provide any and all preventive maintenance on this government equipment/property under the base price for this contract line item number (CLIN), at no additional cost to the Government. Any necessary repairs required for this Government owned equipment/property, which is not covered under any warranties, shall be paid by the Contractor up to \$2000. per occurrence, per item, and to the extent that the total repair costs paid by the Contractor annually do not exceed \$25,000 per year. The Government is responsible for any major repairs to the Government owned equipment/property, to the extent such repairs exceed \$2000. per occurrence, per item, and to the extent that repairs exceed \$25,000 per year. For all repairs exceeding \$2000., the Contractor shall be responsible for reporting the repair to the COTR with an explanation, justification, and estimate for the repair. Upon COTR approval, this work will then be performed as a tenant work order as referenced in paragraph C.4.3.5.5 In no instance, however, shall the Government bear any responsibility for repair costs in any amount, incurred in whole or in part, as a result of the Contractor's (or its employees or subcontractor employees) negligence.

C.6 JANITORIAL/CUSTODIAL SERVICES

C.6.1 General

The Contractor shall provide all management, supervision, manpower, equipment, and supplies necessary to provide industry standard executive level, janitorial, custodial (including day porter services), interior and exterior window cleaning, carpet cleaning and related services as necessary to provide quality services to the TMFJB. The Contractor shall determine how often the work is to be performed, unless specified otherwise herein, and what methods shall be used to perform the custodial services in accordance with industry practices and manufacturer recommendations for executive level cleaning. The Contractor's janitorial/custodial personnel shall be full-time employees and shall not report for work at the TMFJB until the Contractor has conducted a criminal background check meeting the requirements of Section C.3.1. Upon request by the COTR, the Contractor shall provide written results of the background check(s). The COTR has the sole discretion of accepting or rejecting any janitorial/custodial personnel.

C.6.1.1 Quality Requirements

The janitorial/custodial quality requirements, identified in an attachment listed in Section J, are provided as the Government's best gauge of minimum quality standards to be met for executive level cleaning. The results of the custodial work performed shall conform to the minimum industry standards for executive level cleaning, and the Contractor shall ensure that upon daily or periodic inspections that these minimum standards shall be met or exceeded.

C.6.2 Cleaning Equipment and Supplies

The Contractor shall provide all necessary cleaning equipment and consumable supplies (i.e., brooms, mops, etc). All consumable supplies shall be new on the contract start date. The COTR shall be provided a list of the proposed consumable supplies for review and approval 7 calendar days prior to contract start date. All cleaning equipment shall be new or serviceable at the contract start-up. All cleaning carts shall be equipped with rubber pneumatic tires, guards and bumpers and shall be free of any excessive grease or tar. All cart bags shall be sealed to avoid spillage or dripping. All equipment including carts shall be approved by the COTR and included in the activity schedule described later in this contract. The Contractor shall use products and equipment considered environmentally safe, and/or recycled products, to the greatest extent possible. The use of caustics (acid based cleansers) shall not be approved. Materials or supplies shall not be used in performance under this contract (or placed or stored on government property), until those products have been approved by the COTR. Products will be approved based on submission and review of the appropriate Material Safety Data Sheets (MSDS) by the COTR. Cleaning agents used in the U.S. Supreme Court Library Annex shall be submitted to the Librarian for approval **prior to use**. Cleaning agents containing potential pollutants such as amines, aldehydes, and other listed in the ASHRAE Applications Handbook Ch. 21 Table 2 are not permitted.

C.6.3 Contract Effort Required

The determination of the total daily productive labor-hour requirements, for the performance of all services specified herein is the responsibility of the Contractor. The Contractor shall use skilled and

productive manpower in order to provide the required level of services specified in this contract. Failure on the part of the Contractor to utilize skilled and productive manpower may produce unsatisfactory results that may cause the Government to make deductions from the Contractor's monthly invoices for unsatisfactory work or work not accomplished. If the Contractor continues to fail to perform, the contract may be terminated in accordance with the terms and conditions of the contract.

C.6.3.1 Schedule of Janitorial Services

The Contractor shall provide the necessary labor, materials, supplies, and equipment to perform the daily, weekly, semi-annual, and annual requirements set forth in the attachment entitled "Day Porter and Night Time and Weekend Cleaning Quality Requirements" listed in Section J, Attachment 9-1. The Contractor shall perform the day porter services from 8:00 AM to 4:00 PM, Monday through Friday, and the night-time custodial/janitorial services beginning at and no earlier than 10:30 PM to 7:00 AM, Monday through Friday, or at times specified by the COTR and/or CO in writing. Any daytime cleaning to be performed in the suite/offices within the USSC) shall be performed between the hours of 8:30 AM and 5:00 PM.

C.6.4 Scheduling Work

The Contractor shall develop an annual schedule for daily, weekly, monthly, semiannual, annual and other times specified in the contract for cleaning, and submit the schedule for approval to the COTR within 30 calendar days of contract award. The schedule shall include specific tasks, task areas, frequency, and estimated man-hours required. The schedule shall meet the requirements set forth in the attachment entitled "Day Porter and Night Time and Weekend Cleaning Quality Requirements" listed in Section J, Attachment 9-1, and shall include periodic and cyclical cleaning such as windows, floor stripping, carpet shampooing, etc.

- (a) Daily cleaning is defined as custodial tasks performed every week day (Monday through Friday)
- (b) Weekly cleaning is defined as every 7 calendar days (Sunday through Saturday)
- (c) Monthly cleaning is defined as once every calendar month
- (d) Semi-annual is every 6 months
- (e) Annual is every 365 calendar days

Emergency conditions (such as flooding of a particular section of the building), shall be considered to be part of the urgent building services, and unless deemed otherwise by the COTR, shall not be reason for failure to perform routine custodial/janitorial services.

C.6.5 Special Events

The Contractor shall perform general janitorial services before, during, and/or after Special Events historically held at the TMFJB. These Special Events are primarily held during the day, but on occasion are held at night. Although not limited to these areas, the following areas are the primary locations for Special Events: The TMFJB Atrium, the Judicial Conference Center, Agency Conference Rooms, the Federal Judicial Center (FJC) Auditorium, the FJC Training rooms, and the area of hallway directly in front of the cafeteria entrance. The number of Special Events each year

has historically ranged from approximately 8 to 10. The Contractor shall perform these janitorial services on an as needed basis. The Contractor shall be informed in advance of these Special Events by the COTR. These janitorial services shall be included as part of the base contract fixed-price CLIN for Janitorial/Custodial Services and Related Services.

C.7 TRASH OR SOLID AND WET (FOOD) WASTE DISPOSAL/REMOVAL

C.7.1 General

The Contractor shall furnish all labor, materials, and equipment necessary to remove and dispose of all solid and wet (food) waste from the premises. All trash receptacles shall be emptied on a daily basis. All recyclable materials located in the north and south freight elevator lobbies of floors 1 through 7 shall be emptied on a weekly basis; including the white paper recycle bins located in the floor copier rooms on floors 1 through 7. Overflow from the trash compactor or containers shall not remain on the loading dock or floor area used to collect the solid waste. The trash areas shall be policed and washed on a daily basis to ensure the area is clean and free of odor, debris, litter, insects, birds, and vermin. The frequency of pick-up schedules shall be determined by the contractor. The pick-up schedule shall be sufficient to prevent overflow. Containers shall be subject to approval by the COTR or his/her representative.

C.7.2 Solid Waste/Wet (Food) Waste

All solid waste collected as a requirement of this contract shall be removed from the premises and transported to a processing facility for the purpose of remanufacturing or recycling to the extent possible. The Contractor shall maintain the trash compactor including cleaning, deodorizing, pest control, repairs, and/or replacement containers. The task compactor shall be maintained, cleaned, and odorless at all times.

All solid waste not transported to a processing facility for remanufacturing or recycling shall be disposed of only through a solid waste disposal facility certified within the meaning of the Solid Waste Disposal Act (42.U.S.C. 3251 et seq.), as amended by the Resource Recovery Act of 1970 (Public Law 91-512), where such facilities are available. Certification shall be made by the appropriate State Agency responsible for solid waste management or by the Environmental Protection Agency.

The Contractor shall also provide for removal of wet (food) waste from the building on a daily basis, five days a week. Containers shall be subject to approval by the COTR.

C.7.3 Disposal Facility

Selection of a certified disposal facility shall be the responsibility of the Contractor. The Contractor shall provide the COTR with the name, address, and state certification of the waste facility within 30 calendar days after contract award.

C.7.4 Recycling Program

The contractor shall provide a recycling plan for waste materials generated at the TMFJB within 30

calendar days after contract award. The Contractor shall handle, transport, and ensure the recycling of white and colored paper, newspaper, catalogs and magazines, cardboard, plastic, glass, aluminum, and toner cartridges (copiers, printers, facsimile machines, etc). The Contractor shall provide recycle storage containers with lids or covers on each floor in the area approved by the COTR. The contractor shall be responsible for ensuring all materials in containers earmarked for recycling shall be removed daily from collection/station containers to storage containers. The contractor shall provide containers free of residue, holes, vermin, or foreign matter, which may cause personal injury or damage to the building. The containers shall not emit any odors. There shall be no overflow around the recycling storage containers. Canvas hampers will not be allowed for the purpose of storage or transporting used beverage containers.

C.7.4.1 Limitations

Recyclable paper collected under this contract shall be used or sold as recyclable paper only. The contractor shall not use, allow access to, or offer for resale any papers, documents, file record material, or any other form of records on file, and records for information contained therein. The contractor shall be required to dispose of shredded material destroyed by a shredding device. All other material collected for recycling shall be used or sold as recyclable only.

C.7.4.2 Reporting Requirement

The contractor shall develop and maintain data relative to the recycling effort. The Contractor shall submit a monthly report to the COTR by the 10th calendar day of the month identifying the previous months "Recyclables", to include the items recycled, quantity/pounds/volume, receipt from recycling company, amount of proceeds, and any other pertinent information to the items recycled. An annual report, capturing and summarizing the previous 12-month reported data, shall be submitted to the COTR at the end of each contract period.

C.7.4.3 Proceeds From Sale of Recyclables

The Contractor shall make every effort to dispose of "Recyclables" to result in proceeds for the sale of the "Recyclables". Any proceeds in the sale of "Recyclables" shall be disbursed in accordance with Section I.

C.8 PEST CONTROL REQUIREMENTS

The Contractor shall provide a comprehensive Integrated Pest Management (IPM) program for the buildings and related grounds. IPM is a process for achieving long-term, environmentally-sound pest suppression through the use of a wide variety of technological and management practices such as the use of bug/rodent bait boxes, portable vacuums, insect and rodent trapping devices, and sticky traps. Control techniques in an IPM program extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage, and access used by pests. The contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM program. The contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

C.8.1 Pest Control Plan

Prior to initiation of services, the contractor shall inspect the premises and submit to the COTR a Pest Control Plan appropriate for integrated pest management for the TMFJB within 14 calendar days following the initial inspection. The Pest Control Plan shall include proposed methods for control, Material Safety Data Sheets (MSDS) for any chemicals to be used, and a service schedule. The Contractor, or any of its subcontractors, shall not apply or spray, in any manner, any pesticides, chemical or otherwise (to include insect beneficiaries), without prior notification to, and prior approval of, the COTR. A commercial Pesticide Applicator Certificate or License is required for each contractor representative who will be performing on-site pest control services. The certificate or license shall be provided to the COTR or other Government representative acting as inspector under this contract. The contractor shall submit any changes to the pest control plan, to the COTR for approval, prior to implementing any subsequent changes to the approved Pest Control Plan, including additions or replacements to the pesticide list and to on-site service personnel.

C.8.2 Pesticide

The contractor shall be responsible for application of pesticides according to the instructions on the label. All pesticides used by the contractor must be registered with the Environmental Protection Agency (EPA), state, and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state, and local laws and regulations.

The contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the COTR. Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. The contractor shall not store any pesticide product on Government property.

C.8.3 Bait Boxes

The contractor shall label all bait boxes with its business name, address, and date and time of installation and at each servicing. All bait boxes shall be securely locked or fastened shut and shall be securely attached or anchored to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved. The Contractor shall inspect the bait boxes on a weekly basis and dispose of as necessary.

C.8.4 Pest Control Logbook

The contractor shall be responsible for maintaining a pest control logbook that includes, at a minimum:

- (1) The Pest Control Plan including labels;
- (2) MSDS for all pesticides used;
- (3) Brand names of all pest control devices and equipment;
- (4) The contractor's service schedule; and
- (5) The contractor's service report forms.

C.8.5 Pest Control Recommendations

The contractor shall be responsible for notifying the COTR in writing about any structural, sanitary, or procedural modifications/recommendations deemed necessary to eliminate pest food, water, harborage, or access.

C.9 MAIL SERVICES / FLOOR COPIER SERVICES

C.9.1 Mail Services

The Contractor shall retrieve all incoming mail delivered to the concourse level loading dock by the U.S. Postal Service (USPS). The Contractor mail services personnel shall use existing mail bins to sort incoming mail according to mail codes, mail stops, organizational designation or employee name in accordance with organization and staff listings provided by agency representatives. Sorted mail will be placed in agency provided mail pouches for delivery to specified mail stops.

All USPS mail that does not belong to the Administrative Office or other TMFJB occupant agencies shall be returned each day to the Postal Service. Contractor shall maintain bins as required to sort returned mail by category. An applicable placard will accompany each bin of returned mail.

If/whenever the Contractor's security personnel identify a suspicious letter/package, the item shall be secured in a sealed bin and the Contractor's security personnel will call the Contractor's mail services. Suspicious mail – determination is made on each item by careful review of X-ray machine image and visual inspection of items based on Center for Disease Control (CDC) and USPS suspicious items recognition. Mail services personnel shall further screen the item in the designated area for handling suspicious letters/packages. At NO TIME shall mail services personnel screen suspicious mail other than in the designated area. Upon inspection of the suspicious item, if mail services personnel determine security action is required, Property Management shall be notified immediately.

Screening of all suspicious mail shall be completed within one (1) hour of notification from the Contractor's security personnel. All "cleared" mail shall be returned to the mailroom for delivery to the addressee on the next scheduled agency mail delivery.

The Contractor shall provide all Appropriate Personal Protection Equipment (APPE) items to their security and mail services personnel. At a minimum the items to be provided by the Contractor shall consist of goggles, Center CDC rated respirator masks, and gloves. The Contractor shall have sole responsibility for increasing, maintaining, and/or replacing all APPE to be utilized in performing these services.

C.9.1.0 Mail Services to COSC

In addition to the services listed above, the Contractor shall provide mail delivery/pick up services on a twice daily basis from the TMFJB to the AO Court Operations Support Center (COSC) located in Reston, Virginia.

C.9.1.1 Accountable Mail

The Contractor shall receive all accountable items (requiring signature) to include USPS registered, certified, and insured mail. A logging and signature system will be maintained that verifies arrival and subsequent distribution of all accountable items. The Contractor's staff shall deliver accountable USPS mail and obtain signatures from building occupants.

C.9.1.2 Non-USPS Carriers

FEDEX, UPS, and other non-USPS carriers authorized access to TMFJB will deliver their own accountable items. In the event that these carriers are not successful in their delivery attempts, they must redeliver at a later date. The Contractor's mail center staff shall not be responsible for delivery of any items from such carriers. The Contractor's security personnel shall screen these packages following the same procedures used for screening USPS items.

C.9.1.3 Delivery and Pickup of Mail

The Contractor shall deliver sorted mail at times and to stops designated by agency representatives, no less than twice each day. In the event of a late arrival by the USPS, mail shall be delivered as soon as it has been sorted and pouched. Outgoing USPS, non-USPS, and interoffice mail, shall be picked up at each mail stop when mail is delivered. The location of each mail stop will be indicated on floor plans provided by agency representatives. For all non-USPS mail/packages, the Contractor shall place the items in containers identified in Section C.9.1.5 below, for pickup by the appropriate non-USPS carriers.

Incoming morning USPS mail shall be sorted and then delivered during the first daily mail run. Incoming afternoon USPS mail shall be sorted and then delivered during the second mail run. Inter-office mail retrieved during each mail run shall be sorted and pouched for delivery during the next scheduled mail run.

C.9.1.4 Preparation of Outgoing USPS Mail

The Contractor shall sort outgoing USPS mail by category and weight. Metered postage shall be applied in accordance with applicable rates for the services required. The least expensive class of service shall be used consistent with delivery requirements. Metered mail, flats, and packages shall be placed in trays, bins, tubs or mail hampers according to USPS requirements and delivered to the designated pickup location on the loading dock no later than 4:45PM.

C.9.1.5 Preparation of Non-USPS Shipments

Outgoing shipments by FEDEX, UPS, and other approved carriers will be prepared by the sending office in accordance with each carrier's requirements. Appropriate containers shall be provided and/or maintained by the contractor for holding outgoing shipments awaiting pick up. These shipments shall be picked up from the mail center by each carrier. Pickup receipts, if any, will be logged and filed as appropriate.

C.9.1.6 Forms/Materials

Stocks of required USPS and other service provider forms and packaging materials (provided free by vendors), required for daily operations, shall be maintained by the Contractor in sufficient quantities to meet demand. All other mailing materials and supplies, etc., will be provided by the Government

C.9.1.7 Hours of Service

The Contractor shall provide mail services Monday through Friday, 8:00AM - 5:00PM, with the exception of Federal holidays, or at other times when the building is closed.

C.9.1.8 Reporting

The Contractor shall provide agency representatives with monthly reports of USPS and other service provider activities to include the dollar amount spent and the number of pieces by category. In addition, the working supervisor or lead clerk shall review and certify service provider invoices to ensure that billed services were actually received. The government's current equipment has the capability to track mail by volume and type.

C.9.1.9 Work Space

The Mail Center is situated in a well lighted 13' x 40' climate controlled room with built-in counters, under counter closed storage, sorting racks, supervisor desk, locking file cabinets, adjustable height counter stools, refrigerator, and microwave oven. When and if the refrigerator and microwave become inoperable, it will be at the sole discretion of the government whether or not they will be repaired or replaced.

C.9.1.10 Work Space Maintenance/Repair

The Contractor shall maintain the Mail Center work space in a neat, clean, and orderly fashion. Floors and work surfaces shall be free of debris. Outgoing parcels, mail, and other items shall be neatly stacked awaiting pickup or transfer to the loading dock. The Contractor shall be responsible for calling in maintenance/repair requests for all of the government furnished equipment/property located in the Mail Center work space.

C.9.1.11 Mail Center Security

The Contractor shall ensure the postage meter is turned off and locked after hours to prevent any unauthorized use. The postage meter shall be turned off when not in use and the Mail Center shall be locked when there are no staff members present.

C.9.1.11.1 Equipment/Property Responsibility

Contractor employees shall safeguard the following list of government furnished equipment/property provided for their use and shall maintain a sign out log for any carts, hand trucks, etc., that are loaned to building occupants. The Contractor shall be liable for the replacement of any equipment

lost or damaged due to Contractor's negligence while under its care.

- One (1) Ascom Hasler 335 plus postage meter, processing base and electronic scale. (Note: Postage is added to the meter via telephone (modem);
- One (1) Ascom Hasler 220 plus postage meter (currently not in use);
- One (1) UPS Postage meter, processing base, and electronic scale;
- One (1) HP Laserjet 1200 series printer;
- One (1) HP Laserjet 1100 series printer;
- One (1) Dell Optiplex GX1 PC & monitor;
- Two (2) Magliner hand trucks;
- One (1) Convertible hand truck/dolly;
- One (1) Flat bed cart;
- Six (6) Lockers;
- Two (2) Five-drawer file cabinets;
- One (1) Two-drawer file cabinet.

C.9.1.12 Agency Mail Representatives

Within 15 calendar days after contract award, the COTR will provide the Contractor with a list of each participating agency's designated representative(s) for mail services.

C.9.1.13 Mail Center Employee Appearance

Contract employees shall wear a clean uniform jacket, or smock, containing the Contractor's insignia and employee's name. The Property Manager shall inspect uniforms weekly for cleanliness, Contractor insignia, and employee name.

C.9.2 Floor Copier Services

C.9.2.1 Inspections of Agency Floor Copier Rooms

Twice a day, the Contractor's Mail Clerks shall inspect all agency floor copier rooms (by 8:30 a.m. and 3:00 p.m.), to ensure that appropriate levels of toner and paper supplies are available. If either paper or toner is low, the Contractor shall immediately re-supply the paper and/or toner back to a predetermined level for adequate operation. The Government is responsible for providing the paper and toner supplies and loading paper and installing toner in each floor copier.

C.9.2.2 Storage Paper Inventory

The Mail Clerks shall log out all boxes of paper removed for copier use using the "Storage Paper Inventory" log sheet located in the Paper Room (on the concourse level of the TMFJB). The log sheet contains the following information: Storage Amount, Cartons Received, Balance, Date, Office Received, and signature. A sample log sheet is shown as an attachment in Section J.

The Working Supervisor shall conduct an inventory check of the log sheet in the paper supply room at the close of each business day. The Working Supervisor shall notify the Operations Manager of the Printing and Distribution Facility when paper supplies reach a predetermined ordering level.

The Operation Manager will place an order to replenish the paper supply. If toner supplies need to be restocked, the Contractor shall notify the COTR or designated representative immediately.

Contractor staff shall provide copier paper from a central source upon request by building occupants. This paper will be picked-up by the requester; or only in extenuating circumstances will the copier paper be delivered by the Contractor. In addition, Contractor staff shall deliver, once a month (during first five (5) work days), approximately 275-300 cartons of copier paper to designated offices (high-end users), throughout TMFJB suites/rooms. The Government will provide a list of the high-end user locations and quantities to be delivered.

C.10 LANDSCAPING, GROUNDS, AND PLANT MAINTENANCE

C.10.1 Landscaping Maintenance Services

The Landscape Maintenance Services (hereinafter "Work") to be performed by the Contractor shall include the complete care and guarantee, of all interior and exterior trees, plants, shrubs, vines, ground covers, and lawn areas within the limits of the TMFJB property as specified within this contract.

The Contractor is hereby made aware that the Government anticipates that the Work at the TMFJB shall be of the very highest quality. All Work shall be strictly managed, executed, and performed by experienced personnel.

The Contractor shall provide all materials, equipment, and labor required and/or inferred to perform the Work as identified in the specifications and frequencies described in Attachment 22. The Government reserves the right to modify the scope of work. (i.e., the quantity or type of materials used, the frequency of performance, etc.)

C.10.1.1 Warranties and Safety

C.10.1.1.1 Warranties

The Contractor warrants that work performed and all goods delivered shall be free from any defects in workmanship and material, and shall conform strictly to these specifications. Contractor further warrants that all the work shall be performed using Contractor's best efforts and shall be in conformance with industry standards for workmanship. Contractor shall replace, at Contractor's total expense, all plant material, including, but not limited to, plants, shrubs, vines, trees, sod and turf (hereinafter "Plant Material") which, in the opinion of the COTR fails to maintain a healthy, vigorous condition as a result of the Contractor's failure to perform the work specified pursuant to these specifications. By acceptance of this Contract, the Contractor represents that it has examined carefully all of the contract documents, acquainted itself with the TMFJB and Grounds (hereinafter "Site"), all conditions relevant to the work, and has made all evaluations and investigations necessary to a full understanding of any difficulties which may be encountered in performing the work. The Contractor acknowledges that the specifications are sufficient for the proper and complete execution of the work.

C.10.1.1.2 Safety

The Contractor shall maintain an adequate safety program to ensure the safety of employees and any other individuals working under this Contract. Contractor shall comply with all applicable standards, rules, or regulations of the Occupational Safety & Health Administration. The Contractor shall take precautions at all times to protect any persons and property affected by Contractor's work under this Contract, utilizing safety equipment such as bright vests, traffic cones, etc.

C.10.1.2 Scheduling

Scheduling of any and all landscape (indoors and outside) maintenance shall be determined by the Contractor, coordinated with the COTR and/or designated representative, and approved by the COTR and/or designated representative before any landscape maintenance is performed. The COTR and/or designated representative shall be contacted at least forty-eight (48) hours ahead of time, whenever services cannot be performed by the Contractor as scheduled. In these instances the Contractor shall also propose an alternate plan and time for the services to be rescheduled and performed.

The COTR may at any time request alterations to the general maintenance service, provided that the Contractor may accomplish the request without incurring additional expense for equipment, materials, or labor.

C.10.1.3 Landscape Maintenance Inspections

C.10.1.3.1 Weekly Inspections

The Contractor shall conduct a weekly inspection of the Site and for the performance of all items required and referred to in these specifications.

C.10.1.3.2 Weekly Maintenance Worksheet

The Contractor shall notify the COTR through the Weekly Maintenance Worksheet (Attachment 24) of any problems. This worksheet must be delivered to the COTR on the day of the maintenance visit. These forms are very important in protecting both the Government and the Contractor when discrepancies occur. The Contractor may use its own formatted worksheet form, if approved by the COTR. Any items not documented via the Weekly Maintenance Worksheet, that result in any damage to the Site, will become the liability and responsibility of the Contractor for correction at the Contractors expense.

C.10.1.3.3 Monthly Landscape Maintenance Inspection

The COTR will perform a monthly Site inspection with the Contractor. The Contractor shall schedule the monthly inspections with the approval of the COTR. The Contractor shall provide no less than a 14-day notice to the COTR for inspections or if there is a need to reschedule. During the inspection the Contractor shall compile a list of landscape related items that must be performed before the next Site inspection. All scheduled inspections will proceed with or without the attendance of the Contractor.

C.10.2 TURF MAINTENANCE

C.10.2.1 Mowing

Tall fescue turf shall be cut at a height of two and one half (2.5) to three and one half (3.5) inches as conditions dictate. No more than one third of the grass blade is to be removed when cutting. Mowing equipment shall be maintained with a sharp mower blade to deliver uniform mowing. Contractor shall control excessive grass clippings within turf or mulched bed areas.

C.10.2.2 Edging

Contractor shall edge all curbs, sidewalks, paths, and turf bed lines with a metal blade edger. All completed edges shall have a perpendicular appearance between turf and hardlines, and turf and bed lines. An angled or beveled appearance of hardlines or bed lines is unacceptable. Weed eaters shall not be used in edging. Blowers shall be used to clean sidewalks, curbs, and streets of organic material caused by mowing and edging.

C.10.2.3 Turf Overseeding

All turf areas shall be prepared, aerated, and over seeded with 2 - 5 lbs per 1,000 square feet of a blue tag, turf-type improved varieties Tall Fescue. This seed shall be free of "Poa annua" and other noxious weed seeds. Over seeding shall begin in September, with 90% germination of all areas by October 15. Reducing the height of turf prior to over seeding is acceptable. Contractor shall not change the above schedule, rates, or specifications without approval of the COTR

C.10.2.4 Fertilization

Contractor shall have full responsibility for determining the proper formulations and rates of all fertilizers to maintain healthy, vigorous turf. Contractor shall apply nutrients necessary to maintain a healthy turf based on soil testing. Contractor shall be responsible for removing any excess fertilization from paved surfaces, curbs, and sidewalks.

C.10.2.5 pH Adjustment

Contractor shall adjust improper pH by applying up to 50 pounds per 1000 square feet of lime or up to 10 pounds of sulfur per 1000 square feet based on soil testing.

C.10.2.6 Insect & Disease Control

Contractor shall be responsible for weekly inspections of the entire property and treatment of any insect or disease related problem, including mole crickets, chinch bugs, and grubs working under an Integrated Pest Management policy. Contractor shall be responsible for removing any excess pesticide applications from paved surfaces, curbs, and sidewalks.

C.10.2.7 Water

Contractor shall be responsible for damage to irrigation and water supply items that were not

reported to the COTR in writing, and shall be responsible for replacement of these items. Contractor shall monitor the moisture levels in turf areas and report any problems, in writing to the COTR, that may be present during the maintenance visit. Contractor shall not be responsible for the hand watering of any turf area unless plant material is under additional warranty.

C.10.2.8 Turf Weed Control

Weeds shall be controlled in turf areas by mechanical, physical and chemical methods working under an Integrated Pest Management policy. Turf areas shall be maintained weed free. Contractor shall remove any chemicals used in treating weeds from paved surfaces, curbs, and sidewalks.

C.10.2.9 Monofilament Trim

After each mowing operation, the Contractor shall use a weed eater or similar machine to trim grass and/or weeds that cannot be mowed with large machinery.

C.10.2.10 Top Dress Turf

The Contractor shall top dress soil to maintain a groomed appearance. Contractor shall fill depressions with new topsoil and repair bare spots or replace dead grass with new of the same variety and appearance.

C.10.2.11 Damage to Irrigation System

The contractor shall mark all sprinkler heads prior to conducting activities where heads may be damaged. The Contractor shall be responsible for costs to repair all sprinkler heads and irrigation lines damaged by their activities.

C.10.3 SHRUB AND GROUND COVER MAINTENANCE

C.10.3.1 Pruning

All shrubs shall be hand and mechanically pruned to industry standards, removing dead and damaged wood to allow for natural development of plant material, and to create the effect intended by the Government. Flowering shrubs shall be pruned immediately following completion of the flowering stage. Pruning shall be performed through the growing months to keep the plant material aesthetically pleasing and within its boundaries. Deep hand pruning and/or structure pruning should be performed once a year during the late winter months. Structure pruning shall be defined as using hand pruners, handsaws, and/or loppers to prune old wood and prune behind multiple breaks to maintain proper proportions, promote interior growth, and an aesthetically pleasing appearance. Removal of up to 50% of the height and foliage of plants shall take place during these prunings.

C.10.3.2 Fertilization

Contractor shall have full responsibilities for determining the proper formulations and rates of all fertilizers to maintain healthy vigorous shrubs and ground cover. Contractor shall apply nutrients necessary to maintain healthy plant material based on the species. Contractor shall remove any excess fertilizer from paved surfaces, curbs, and sidewalks.

C.10.3.3 pH Adjustment

Contractor shall be responsible for adjusting improper pH by applying up to 50 pounds per 1000 square feet of lime or up to 10 pounds of sulfur per 1000 square feet as recommended by plant types.

C.10.3.4 Insect & Disease Control

Contractor shall conduct weekly inspections of the entire property and treatment of any insect or disease related problems. Contractor shall remove any excess pesticides from paved surfaces, curbs, and sidewalks.

C.10.3.5 Water

Contractor shall monitor the moisture levels in bed areas and report any problems, in writing to the COTR, that may be present during the maintenance visit. Contractor shall be responsible for damage to plants that were not reported to the COTR in writing, and shall be responsible for replacement of these items. Contractor shall not be responsible for hand watering of any shrub or groundcover areas unless plant material is under warranty.

C.10.3.6 Bed Weed Control

Weeds shall be controlled in bed areas by mechanical, physical and chemical methods under an Integrated Pest Management policy. Bed areas shall be maintained weed free by the use of pre and post emergent herbicides. Contractor shall be responsible for removing any excess chemical application used to control weeds from paved surfaces, curbs, and sidewalks.

C.10.3.7 William Penn Barberry

The Contractor shall pay particular attention to the William Penn Barberry (thorny bushes) along the perimeter wall of the Thurgood Marshall Child Development Center. These bushes are an additional security measure and shall be maintained at a height and depth sufficient to actively serve as an entry barrier to the play court.

C.10.4 TREE MAINTENANCE

C.10.4.1 Pruning

Contractor shall maintain all trees along roadways, activity areas, and all sidewalks such that no branches/limbs will overhang on sidewalks and parking areas lower than 10 feet from the ground. Lower branching on all trees shall be pruned as needed, to keep them elevated to a uniform height. Maximum height for this pruning shall be no more than 15 feet. Limbs and branches shall be removed from the property. All sucker growth from trunk and base of trees shall be removed weekly to maintain a clean appearance. Contractor shall be responsible for pruning all ornamental trees. Pruning shall include the shaping of all heads, removal of conflicting branches and removal of interior sucker growth.

C.10.4.2 Fertilization

Fertilization applies to planted trees that are still staked or guyed, and planted trees that have a caliper of eight (8) inches or less. Amounts of fertilizer shall be based on industry standards. Existing mature trees do not apply. Contractor shall notify the COTR and make recommendations, in writing, of all other trees that may need supplemental fertilization. Contractor shall remove any excess fertilization from paved surfaces, curbs, and sidewalks.

C.10.4.3 Insect & Disease Control

Contractor shall be responsible for weekly inspections of the entire property and treatment of any insect or disease related problems for trees under an Integrated Pest Management policy. Contractor shall remove any excess pesticides from paved surfaces, curbs, and sidewalks.

C.10.4.4 Water

Contractor shall monitor the moisture levels in bed areas and report any problems in writing to the COTR that may be present during the maintenance visit. Contractor shall be responsible for damage to trees that were not reported to the COTR in writing, and shall be responsible for replacement of these items. Contractor shall not be responsible for the hand watering of any trees unless plant material is under warranty.

C.10.4.5 Staking

Staked trees shall be re-staked and adjusted as necessary but not to exceed once per year. Stakes shall be adjusted and/or removed when deemed necessary by the COTR or Contractor. However, trees that need to be re-staked utilizing specialized equipment and crews shall be done at a mutually agreed upon price, submitted in writing for review and approval by the COTR.

C.10.5 SEASONAL COLOR MAINTENANCE

C.10.5.1 Bed Preparation

Contractor shall be responsible for measuring and confirming the quantities for each annual rotation for all existing pots and annual bed areas based on plant spacing. Contractor shall also be responsible for planting the specified size of plant material designated by COTR. Beds shall be prepared to COTR's specification. Additional seasonal planting are located in the security planters located at the perimeter of the atrium plaza, small planters at the Massachusetts Avenue exit, and in beds leading to the 2nd Street entrance to the building. Contractor shall be responsible for taking general and micro nutrient tests of annual bed areas. The COTR shall receive copies of test results and a list of actions to be taken by the Contractor to correct all problems identified by the report. Fertilizers shall be rototilled into the top six (6) inches of soil mix. pH adjustment shall be made during each seasonal rotation. Bed areas shall be formed to create a moderate crown which "faces up" toward the direction of the greatest foot or automobile traffic. Remove rocks and debris, and trench all sides of bed which face curb or turf at a depth of three (3) inches before final mulching.

C.10.5.2 Seasonal Color Replacement

Contractor shall be responsible for replacing any annuals that have declined, died or failed to maintain a healthy, vigorous appearance in the opinion of the COTR.

C.10.5.3 Deadheading & Pruning

Deadheading: Declining flowers and foliage shall be removed weekly. Plants shall be pruned to avoid plants becoming leggy or unsightly; and also to maintain a consistent uniform mass.

C.10.5.4 Fertilization

Contractor shall have full responsibility for determining the proper formulations and rates of all fertilizers to maintain healthy vigorous plants. Contractor shall be expected to apply nutrients necessary to maintain healthy plants. Contractor shall be responsible for removing any excess fertilizer from paved surfaces, curbs, and sidewalks.

C.10.5.6 Holiday Poinsettia

As an option to the Government, the Contractor shall provide a price (by October 1) for holiday poinsettias in sufficient quantity to be placed by the Contractor around the perimeter of the two bamboo planters in the interior atrium. Holiday poinsettia selection shall be approved by the COTR.

C.10.5.7 Insect & Disease Control

Contractor shall be responsible for weekly inspections of planted areas and treatment of any insect or disease related problems. Contractor shall be responsible for removing any excess pesticides from paved surfaces, curbs, and sidewalks.

C.10.5.8 Watering

Contractor shall be responsible for monitoring the moisture levels in bed areas and reporting any problems, in writing to the COTR, that may be present during the maintenance visit. Contractor shall be responsible for damage to items that were not reported to the COTR in writing, and shall be responsible for replacement of these items. Contractor shall be responsible for manual or mechanical watering of plant material as needed to maintain healthy plants. Time must be accounted for on the WEEKLY MAINTENANCE WORKSHEET.

C.10.5.9 Bed Weed Control

The Contractor shall control weeds in bed areas by mechanical, physical and chemical methods. Bed areas shall be maintained weed free under an Integrated Pest Management policy. Contractor shall be responsible for removing any chemicals used to control weeds from paved surfaces, curbs, and sidewalks.

C.10.5.10 Perennial Maintenance

All perennial beds shall be cleaned up in the fall and again in late winter before mulching. The

removal of all spent blooms, flower stalks, and drying foliage shall be performed as needed. A one-time (late winter) cut back and mulching of all foliage shall be included in the cost for each year. Any additional watering, weed control, fertilizer, fungicide, insecticide or other chemicals needed to keep plants at optimum health shall also be included.

C.10.5.11 Windowsill Planters

The contractor shall provide a minimum of sixteen 20" plastic planters with seasonal plants for the ground floor exterior windowsills. The window sill's planters shall contain boxwood foliage plants as approved by the COTR.

C.10.6 MULCHING FOR TREE AND SHRUB BED AREAS

C.10.6.1 Mulch

Contractor shall be responsible for one (1) annual application of hardwood mulch which shall occur when recommended by the Contractor and approved by the COTR. Mulch shall be spread at a depth of two (2) inches (total depth), such that none of the old or previously laid mulch is visible. Contractor shall be responsible for removal of mulch from paved surfaces, curbs, and sidewalks. Contractor shall be responsible for accurate measurement of all bed areas and tree circles as part of the bid process. Contractor shall spot mulch any bare soil areas that have resulted due to underestimation of mulch or landscape maintenance performance, i.e., mower damage around bed lines, etc. All hardwood mulch shall be brown in color and free of sticks and other debris when installation is complete. The COTR shall approve any deviation from this specific type mulch. Contractor shall provide a sample of mulch prior to installation and must have written approval prior to beginning work.

C.10.6.2 Trenching

Bed line edges shall be trenched and beveled at a depth of two (2) inches along bed areas that are bordered by sidewalks, curbs, and annual bed areas. All beds bordered by turf shall be defined and have areas growing into the beds removed. All tree wells located in turf areas shall have root balls raked smooth, and shall be trenched and beveled at a depth of one (1) inch. Contractor shall avoid cutting tree roots while trenching.

C.10.7 GENERAL SITE MAINTENANCE: TRASH, WEED CONTROL AND DEBRIS DISPOSAL

C.10.7.1 Clean Up Procedures

Weekly

The Contractor shall conduct a general cleanup program as a part of each weekly maintenance service. The cleanup program shall involve a policing of all maintained areas and parking garage for the removal of paper, cans, bottles, sticks, cigarette butts, leaves, and other debris. Also a complete sweeping or blowing, by mechanical means, of the entire roadways, curbs, gutters, drains, and sidewalk areas shall be performed. This shall encompass complete removal of weeds at curbs and pavement lines, and other trash that has settled in these areas. Street parking areas shall be kept

clean within 15 feet of curbs and planted areas.

Daily – (Monday through Friday)

As a part of the daily service, the Contractor shall be responsible for removing trash from all areas except for the days of the weekly service. Daily trash removal shall involve removing any animal and/or human vomit/waste, larger debris such as cans, bottles, bags, and paper.

C.10.7.2 Animal Carcasses/Waste

On a daily basis, Contractor shall be responsible for removal and proper disposal of any animal carcass' found within 15 feet of the property.

C.10.7.3 Grounds Trash Containers

Contractor shall be responsible for emptying and replacing trash liners of all trash containers twice a week Monday through Friday or when container is 85% full.

C.10.7.3 Weed Control

All parking areas, curbs, gutters, pavers, driveways, paths, balconies, and sidewalks shall be maintained weed free.

C.10.7.5 Disposal of Debris

All debris shall be disposed of off site. Government shall furnish area for Contractor dumpster storage.

C.10.7.6 Severe Weather Cleanup

In the event of a natural disaster, such as a hurricane or tornado, the Contractor shall not be responsible for any cleanup operation outside the scope of the maintenance contract. The COTR may request that the Contractor apply allocated maintenance contract man-hours for the purpose of severe weather cleanup that are within the scope of the maintenance contract.

C.10.7.7 Typical Weather Cleanup

Contractor shall be responsible for debris cleanup deposited by typical weather conditions.

C.10.8 LEAF REMOVAL

C.10.8.1 Leaf Collection

Fallen leaves in all areas shall be collected no less than five (5) times per year and removed from property. This shall be done as recommended by the Contractor and approved by the COTR from the beginning of September through February, or until leaf disbursement ceases. On a weekly basis, the Contractor shall collect leaves from focal areas, bed, and turf areas to prevent heavy build-up that could cause damage to plant material by smothering.

C.10.8.2 Disposal of Debris

All debris shall be disposed of off site.

C.10.8.3 PLANT MATERIAL DISPOSAL

Dead plant material, not requiring tree surgeon services for removal shall be removed and disposed of immediately by the Contractor.

C.10.9 IRRIGATION SYSTEMS

Contractor shall be responsible for employing an irrigation technician trained to manage all irrigation operating systems. Contractor shall be responsible for all programming necessary to properly operate all irrigation systems.

C.10.9.1 Irrigation Inspection and Management

Contractor shall program, monitor, adjust and manage all automatic irrigation systems for proper frequency, duration, and operation of supplemental watering on a daily basis. At all times, the system shall be functioning properly and conform to all related codes and regulations. Adjustments include, but are not limited to, flow control, radius adjustment, nozzle cleaning, sprinkler height, and level adjustment. Contractor shall monitor all systems within the described premises and correct for coverage, adjustment, clogging of lines, and removal of obstacles, including plant materials and turf which obstruct the spray. Contractor shall be responsible for checking and adjusting all controllers to assure proper operation. Contractor shall be responsible for performing a complete irrigation evaluation at commencement of Contract and at least annually thereafter. Contractor shall furnish the COTR with a summary of each clock and zone operation. Contractor shall furnish recommendations for repair and improvements to the systems with an itemized cost for proposed work.

C.10.9.2 Irrigation System Maintenance, Repairs, & Replacement

Contractor shall bear all cost for any and all maintenance, repairs, and parts associated with the system including the water delivery system, main lines, lateral lines, and sprinkler heads. Contractor shall bear full responsibility 24 hours per day, seven (7) days per week, for normal daily operations of irrigation system and pumping units. Contractor shall make all repairs within 24 hours, except for replacement of capitalized items described below. Parts and labor expense shall be born by the Contractor as part of his obligation. Contractor shall not be required to bear the cost of replacing the following irrigation system capitalized items, such as pumps, controllers, valves, main lines, lateral lines, and faulty or damaged wiring except for where damage was caused by the Contractor. The COTR shall be furnished an itemized parts list and cost which must be authorized by the COTR prior to purchase. The labor costs associated with repairing or replacing these items shall be born by the Government.

C.10.9.3 Water and Electrical Consumption

Contractor shall be responsible for monitoring water and electrical consumption to ensure adequate,

but not excessive, water and electrical use. The Contractor shall be responsible for reading the water consumption meters and forwarding the information to the COTR. Should water or electrical consumption become excessive, and evidence points to the fault of the Contractor, the Government shall be reimbursed by the Contractor for the costs related to the excessive consumption.

C.10.10 LANDSCAPE MAINTENANCE FERTILIZATION, WEED AND INSECT CONTROL

Contractor shall be responsible for applying chemicals and fertilizers. All pesticides, insecticides, fertilizers, and any other products must be used in strict compliance with the label instructions. Applications must comply with all state and federal regulations and be applied under an Integrated Pest Management policy. Chemicals shall be applied only by qualified, trained personnel and shall be applied evenly. The specifications are intended to be consistent with current label instructions. In the event the specifications conflict with instructions on the pesticide label, the label instructions shall govern. MSDS (Material Safety Data Sheets) forms shall be placed in visible locations and shall be approved by the COTR prior to applications. Chemicals shall be applied with extreme care to avoid hazard to any person in the immediate or adjacent areas, and to prevent property damage. All chemicals shall be in the original manufacturer's containers and properly labeled.

Contractor shall be responsible for taking general and micro nutrient tests of turf and shrub bed areas. The COTR shall be provided copies of test results and a list of actions to be taken by Contractor to correct all problems identified by the report within 30 days of testing. Contractor shall be responsible for applications of nutrients that should be applied to maintain a balanced soil. Contractor shall be fully responsible for replacing any plant material that is damaged by improper application or lack of timely application of nutrients that are necessary to maintain healthy plant material.

C.10.10.1 Interior Atrium and Plant Maintenance

The contractor shall provide services for the care and maintenance of the bamboo garden planters located in the center of the atrium for the TMFJB. Bamboo culms and plantings shall present a well-groomed appearance at all times. Bamboo culms and plant height shall be monitored and maintained to ensure a lush and healthy appearance. Bamboo plantings shall be controlled and present a neat appearance. Contractor shall replace bamboo and plantings to avoid depressions and bare places. There shall be no evidence of insects, pests (including snails and slugs), or disease. The contractor shall remove debris material from the site. Weeds in the planters shall be controlled or eliminated in order to present a neat, well-maintained appearance at all times. All bamboo and planted areas shall have a healthy color and appearance. Bamboo culms and plantings and other interior plants shall show no signs of excess dryness.

C.10.10.2 Planter Irrigation System

The Contractor shall maintain the bamboo garden which includes maintenance of the planter's irrigation system and the bamboo growth computer located on the ground floor behind the security break room.

C.11 CLEARING SNOW/ICE, SHOVELING, PLOWING, SANDING/TREATMENTS AND REMOVAL

The Contractor shall be responsible for clearing/preventing snow and ice from walkways, landings, steps, etc. These surfaces shall be kept clear of snow and ice at all times during normal business hours. To prevent a hazardous condition, surfaces which accumulate snow or ice overnight or on weekends, must be free of snow and ice prior to 6:00 AM, on the first business day following the start of the storm. The contractor shall provide services, materials, and equipment, as necessary, for the clearing and removal of snow and ice accumulations. In addition, the Contractor shall ensure that all entrances into, and inside the building are immediately cleared, cleaned, and dried of any icy, wet, or otherwise slippery conditions, to ensure the safety and well being of all building tenants and occupants. This includes the Contractor installing/applying and eventually removing, existing government and, as necessary, contractor-provided rubber matting, carpets, etc.

C.11.1 Government Furnished Equipment

The Government will furnish a tractor with weights and chains, snow thrower attachment for tractor, front mounted heavy duty sweeper attachment, Sweepster C36 snow sweeper, snow thrower (Ariens ST724) 7 HP, 2 polypropylene or stainless steel broadcast spreaders hand operated commercial duty 100 pound capacity, 48" snow plow attachment for Gravely tractor, and a stainless steel spreader (tow behind) for tractor. These items are included on the list of Government Furnished Property identified in Section J as an attachment to this Contract.

C.11.2 Contractor Furnished Equipment

The contractor shall furnish any additional necessary tools, supplies, and equipment including trucks, mechanical sanders, heavy equipment, snow shovels, and other items necessary for the clearing and removal of snow and ice accumulations.

C.11.3 Chemicals

Chemicals and/or sand applied to ice and snow shall be used to reduce safety hazards. All chemicals used shall be in accordance with Federal specifications, local codes, and as approved by the COTR. Snow melt chemicals shall be urea based. Material Safety Data Sheets shall be provided for each of the chemicals to be used and snow melt materials shall be approved by the COTR prior to use. If directed by the COTR, the contractor shall keep an adequate supply of chemicals and/or sand on the premises in a secured location.

C.11.4 Snow Plowing

Snow plowing shall be accomplished by the contractor to maintain safe passage for access into buildings, parking areas, roadways, approaches, ramps, etc. In the event of icy rain or snow, sanding shall commence to maintain a safe passage on all paved parking areas, driveways, ramps, and walkways.

C.11.5 Snow Removal

Snow shall be removed from the site when the accumulation exceeds that which can be pushed off of the roads, parking areas, ramps, and walkways without blocking traffic, parking spaces, and pedestrian thoroughfares or impedes the visibility of vehicular operators or pedestrians. All interior areas shall be regularly observed for slipping hazards and necessary cleaning as a result of rain/snow/ice precipitation. The Contractor shall be responsible for providing, placing, (and ultimately removing) an adequate amount of safety mats/rugs/carpets. Additionally, the Contractor shall be responsible for providing, placing, (and ultimately removing) appropriate “hazardous/slippery” signage.

C.11.6 Additional Snow/Ice Removal

Removal of snow/ice build-up from roofs and canopies, and the Atrium ceiling may be required during the snow season. The Contractor shall have, or be able to obtain within two (2) hours of a storm beginning, the proper equipment necessary to accomplish this requirement, at no additional cost to the government. Whenever necessary, removal of snow/ice from the roofs or canopies will be ordered by the COTR and the contractor shall receive instructions relative to the need for this work to be performed.

C.11.7 Snow / Ice Removal Plan

Within 30 calendar days after Contract award, the Contractor shall submit a written snow/ice removal plan to the COTR that details the operating plan and procedures which shall be followed to satisfy the requirements identified in this Section C.11.

C.12 ARCHITECTURAL AND ENGINEERING (A&E) DESIGN, TENANT ALTERATIONS, AND CONSTRUCTION PROJECTS

C.12.1 General

The Contractor shall provide the capability to respond to tenant work orders for architectural and engineering (A&E) design services, and related tenant alterations or building construction projects. When these services are requested by the government the Contractor shall obtain bids/proposals from potential subcontractors and provide a recommended proposal response.

C.12.2 Tenant Work Orders

Government authorized A&E design, tenant alterations, and construction projects shall be requested by tenant work order to the Contractor as defined in the Tenant Work Order Section of this Contract C.4.3.5.5) and in accordance with the provisions set forth in Section I of this Contract.

C.12.3 Tenant Project Management Requirements

The Contractor’s Tenant Project Manager and the COTR, or designated tenant representative, shall meet within seven (7) calendar days after receipt of a request for tenant alteration services to discuss the requirements and review the design intent floor plans provided by the government. The

Contractor's Tenant Project Manager shall coordinate and participate in relevant requirements meetings, as necessary, to identify, review, and/or refine the scope of work for tenant alteration services. Minutes of the requirements meeting or subsequent meetings will be prepared by the Contractor's Tenant Project Manager and submitted to the COTR for concurrence or approval within three (3) calendar days following the conclusion of each meeting.

C.12.4 Tenant Site Alteration Plan

The Contractor's Tenant Project Manager shall provide to the COTR's designated representative copies of layouts of the existing space. The COTR or designated representative will verify all data required to accurately describe the current space layout and conditions.

C.12.5 Requests for A&E Design Services

In response to a written request for A&E design services, the Contractor's Tenant Project Manager shall share approved tenant alteration requirements with an A&E design subcontractor and obtain a written scope of work for the tenant alteration project, and a cost estimate for the A&E design services requested. The Contractor's Tenant Project Manager shall review the A&E design subcontractor's scope of work and negotiate a firm-fixed price. This information shall be submitted to the COTR or designated representative as the proposed response to the request for A&E design services. Upon approval of the scope of work and cost estimate, the COTR, or designated representative, shall issue a work order in accordance with Section I of this Contract.

C.12.5.1 A&E Design Preparation

The Contractor's A&E design subcontractor shall prepare a schedule for development of the final drawings and/or construction documents and submit them to the Contractor's Tenant Project Manager within seven (7) calendar days after the contractor's receipt of a work order from the COTR or designated representative. The Contractor's Tenant Project Manager shall provide a copy of this schedule to the COTR, or designated representative, immediately upon receipt. Floor plans shall be at least 1/8" = 1'-0" scale. Elevations shall be at least 3/8" = 1'-0" scale. Details shall be at least 1 1/2" = 1'-0" scale. All documents shall be submitted with cost estimates developed in accordance with the current version of *RS Means Interior Cost Data*.

All required construction bid drawings should include, but are not limited to, architectural, mechanical, telecommunication and electrical, plumbing, fire protection, reflected ceiling, and interior finish schedule.

On completion of the preliminary drawings and/or construction documents, the A&E design subcontractor shall submit the drawings to the Contractor's Tenant Project Manager who shall meet with the COTR, or designated representative, to review the preliminary drawings and/or construction documents. Following this review, the Contractor's Tenant Project Manager shall ensure that the A&E design subcontractor incorporates all edits/comments and resubmits final drawings and/or construction documents to the COTR, or designated representative, through the Tenant Project Manager for approval to proceed.

C.12.6 Requests for Alteration/Construction Projects

After approving the final drawings and/or construction documents, prepared by an A&E design subcontractor, the COTR, or designated representative, may request, in writing, the Contractor's Tenant Project Manager to obtain subcontractor bids/proposals to complete the alteration/construction project. The COTR, or designated representative, will provide any additional information such as construction phasing. The Contractor's Tenant Project Manager shall submit a response to the government's request in the form of a proposed construction schedule and cost estimate within 14 calendar days after receipt of the request. On a case-by-case basis, additional time will be allowed based on the size/complexity of the project.

C.12.6.1 Alteration/Construction Project Bid Process

The construction bid documents will be prepared in accordance with the American Institute of Architects standards, *Project Manual -Thurgood Marshall Federal Judiciary Building Tenant Alterations (dated January 1997) Oldham & Partners PLLC*, and will meet all required federal, state and local code and standards and requirements. Refer to Section J for a sample of the construction bid documents the government will require for each project.

C.12.6.1.1 Alteration/Construction Subcontracts with A&E Design Subcontractor

Under no circumstances shall a subcontract for a building alteration/construction project be awarded to the A&E design subcontractor that designed the project, unless it can be substantially justified to, and approved by the COTR, or designated representative.

C.12.6.1.2 Bid/Proposal Competitive Requirement

The Contractor's Tenant Project Manager shall request sealed bids/proposals from prospective offerors for completing alteration/construction projects. The bid/proposal package shall include, at a minimum, a request for information about the offeror's prior experience in performing similar projects of the same magnitude as the requirements/project being solicited, references from former clients which can substantiate the claim, a work breakdown chart showing all key personnel, labor categories, hours, and hourly rates to be expended on the project, and a proposed construction schedule. The Contractor shall include a template for cost breakdown following the categories in *American Institute of Architect (AIA) Contract Documents*.

For projects with an estimated cost of \$2000. or less, the Contractor's Tenant Project Manager shall provide a best price estimate for accomplishing the work. Projects with estimates in excess of \$2000., but lower than \$25,000, shall require the Contractor's Tenant Project Manager to solicit a minimum of three bids/proposals. Projects with an estimated cost in excess of \$25,000 shall require the Contractor's Tenant Project Manager to request bids/proposals from all interested and responsible offerors. Prior to soliciting any bids/proposals, the Contractor's Tenant Project Manager shall review the prospective offerors list with the COTR. At that time, the COTR can make recommendations for adding or deleting prospective offerors based on knowledge, experience, and capabilities of the prospective offerors.

C.12.6.1.3 Bid/Proposal Noticing Requirement

For projects with a cost estimate in excess of \$25,000, the Contractor's Tenant Project Manager shall ensure that advance notices are distributed to reach as many prospective offerors located in the Washington DC vicinity as practicable. Notices may be placed in local trade publications and newspapers. The COTR may provide the Contractor's Tenant Project Coordinator with a list of prospective offerors.

C.12.6.2 Response to Tenant Request for Alteration/Construction Projects

The Contractor's Tenant Project Manager shall receive all bids/proposals and review the offerors' proposed construction schedules and references of past work to determine suitability for the project. The Contractor's Tenant Project Manager shall review the bids/proposals of all suitable offerors and identify the offeror with the best price. The Tenant Project Manager shall also coordinate and forward the bids/proposals to the A/E designers for their review and response.

The Contractor's Tenant Project Manager shall then submit the proposed construction schedule and bid/proposal with evaluation sheet to the COTR for review and approval. After approval the COTR may issue a work order for construction based on the bid/proposal price. The Contractor's Tenant Project Manager shall then execute a subcontract agreement with the successful offeror to initiate work on the project.

C.12.6.2.1 Bid Record Keeping Requirement

The Contractor's Tenant Project Manager shall keep a file of all bid/proposal actions taken in response to requests for alteration/construction projects. At a minimum, this file shall contain information on the noticing process, bids/proposals received, references checked, and final determination. This file shall be made available to the government at any time requested.

C.12.6.3 Project Coordination and Management

The area to be renovated or altered may be occupied during the performance of repairs and alterations. The Contractor's Tenant Project Manager shall coordinate all work with the COTR and others using the space to be altered, including other tenant agencies and other Government contractors. Furniture and portable office equipment in the immediate area of the work to be performed shall be moved by the contractor and later replaced in its original location. The Contractor shall install a plastic barrier around the construction area. Delivery and storage of materials and equipment and accomplishment of all work shall be made with a minimum of interference to building activities, operations, and personnel. Interruptions to building services shall be kept to a minimum and activities that adversely affect the environmental conditions in occupied portions of a building shall be performed outside the official hours, as determined by the COTR. The Contractor's Tenant Project Manager shall coordinate and attend weekly construction meetings and provide written minutes of the meetings within three (3) calendar days of the meetings. The weekly meetings shall be scheduled to ensure that the A/E designers will attend the weekly construction meetings.

C.12.6.4 Inspections

The Contractor's Tenant Project Manager shall coordinate with the COTR to review work in progress and final inspections. The Contractor's Tenant Project Manager shall work with the A/E designer(s) to prepare walk-thru "Punch List" and final inspection reports reflecting on-site observations. Final inspection reports shall certify that all work specified has been completed in accordance with the final drawings and/or construction document specifications and all items on the "Punch List" have been completed in accordance with appropriate building codes.

C.12.6.5 Time Requirements

The following are the time requirements for normal/typical work based on the size, scope, and complexity of the work to be performed after approval of final construction drawings and documents:

Size, Scope, and Complexity	Services	Time Requirements from final drawing/construction documents and issue to construction completion
Under 1,000 square feet Standard F01 (painted walls, rolled carpet, vinyl base), teledata, electrical receptacles, and lighting	Construction with all new doors, wall, and floor covering.	No more than 60 calendar days after final drawings approved by the COTR or designated representative
Under 5,000 square feet Standard F01 (painted walls, rolled carpet, vinyl cove base), teledata, electrical receptacles, and lighting	Construction with all new doors, wall, and floor covering	No more than 80 calendar days after final drawings are approved by the COTR or designated representative
Under 5,000 square feet Above Standard (wall covering, above grade rolled carpet, vinyl base), teledata, electrical receptacles, and lighting, plastic laminate millwork	Construction with all new doors, wall, and floor covering	No more than 80 calendar days after final drawings are approved by the COTR or designated representative
Over 5,000 square feet, Standard and Above Standard (wall covering, above grade rolled carpet, vinyl cove base), wood base, door trim and chair railing, plastic laminate millwork, lighting, teledata, video and electrical receptacles	Construction with all new doors, wall and floor covering	No more than 115 calendar days after final drawings are approved by the COTR or designated representative

Non-office Space Alterations that require specialized work	Construction with All new doors, wall and floor covering	No more than 155 calendar days after work order approved/issued by the COTR or designated representative
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C.12.7 As-Built Drawings/Floor Plan Updates

The Contractor shall provide updated drawings to reflect any changes in the “As- built” floor plans as tenant alterations are completed and ensure that all “As-built” floor plans are accurate, complete and current. Additionally, the contractor shall conduct semi-annual surveys (or as directed by the COTR update all mechanical, teledata and electrical and architectural floor plans. The contractor shall update the floor plans within 21 calendar days after completion of the survey or alteration project. All space occupants organizational name (for example, Administrative Office of the U.S. Courts, Office of the Director and Associate Director for Operations and Management, Federal Judicial Center Media Operations, Judicial Panel on Multi District Litigation, etc.) and room numbers will be clearly identified on the “As-built” floor plans. All floor plans will be submitted to the COTR for approval.

CADD files of architectural, telecommunication/electrical and reflected ceiling, mechanical floor plans to reflect accurate “As-built” conditions shall be submitted in AutoCad Release 2002, or other format as specified by the COTR.

C.12.8 Building Emergency Systems Requirements

The Contractor shall ensure all emergency code requirements remain current, and alterations are accomplished if changes to building floor plans or other alterations dictate that building emergency systems may be rendered ineffective.

C.13 SECURITY

The Contractor shall provide all necessary manpower, supervision, transportation, equipment, and uniforms, not provided by the government, to perform security services for the Thurgood Marshall Federal Judiciary Building. The government will provide office space for the Security Manager and a break room for security officers.

C.13.1 Security of the Building

The Contractor shall provide all necessary manpower, supervision, transportation, equipment, and uniforms (including appropriate outerware for rain, sleet, snow, and cold temperatures), not provided by the COTR, to perform security services for the Thurgood Marshall Federal Judiciary Building, hereinafter referred as TMFJB. During the term of this contract, including any extensions, the security coverage required may change with the result that the requirement for services may increase or decrease. Any such changes in the extent of coverage required shall be implemented by a written Contract modification.

The Contractor shall be responsible for the security of the building and perimeter of the building. Security personnel shall follow building opening and closing procedures as stated in the Security Force Standard Operating Procedures, hereinafter referred as Security Force SOP (Available in the Bidders Library).

C.13.2 Security Force Standard Operating Procedures

The Contractor shall operate, maintain, supervise, and direct the security of the building according to the Security Force SOP, which will be modified when necessary by the Contractor with approval of the Contracting Officer Representative, hereinafter referred as COTR. Such Security Force SOP will have an option for revision to reflect changes in security operations by suggestions of COTR and the Tenant Committee. At the request of the COTR based upon the recommendation of the Tenant Committee, the Contractor shall modify the Security Force SOP to reflect procedural amendments not necessarily adding new posts. All security personnel shall abide by the Security Force SOP and the terms of this contract.

C.13.3 Security Workforce

The Contractor shall provide a sufficient number of experienced and qualified security personnel to provide and monitor security and to man identified security posts. The Contractor shall provide a security workforce that is strictly utilized for performing all aspects of security services. The Contractor is responsible for ensuring that security personnel are fully trained, authorized, and licensed to carry and operate firearms in accordance with the applicable Federal and District of Columbia laws and regulations. The Contractor shall furnish a copy of the license for each employee to the COTR prior to the employee's entry on duty. In addition, the Contractor shall ensure all security personnel are certified in First Aid/CPR/Automatic External Defibrillator (AED). The Contractor must receive written approval from the COTR, or designated representative, before security personnel are allowed to work under this Contract. This includes persons employed by the previous contractor. Written approval from the COTR may take 1-2 weeks. Performing under the provisions of a previous contract does not preclude an employee from completing the certification requirements, nor does it necessarily qualify an employee to work under this Contract.

All matters concerning the employment, training, conduct, licensing to carry and operate firearms, compensation, promotion, and discharge of security personnel will be the responsibility of the Contractor. The Contractor shall comply with all the applicable laws and regulations concerning workman's compensation, social security, unemployment insurance, hours of labor, wages, working conditions, safety, and all similar matters with respect to security personnel.

All security personnel shall be familiar with, but not limited to, the following items: the building, the perimeter of the building, fire alarm systems, duress alarm system, the key control box, door alarms, activation of elevators, all access control units, shunted alarms. In addition, all security personnel shall operate the following equipment: walk-thru metal detectors (magnetometers), x-ray equipment, and all security equipment to include close circuit televisions (CCTV), cameras, CCTV monitors, videotapes, and emergency telephones. All security personnel shall be trained by the Contractor on the proper procedures to follow in the case of fire or other emergency.

C.13.3.1 Building Security Staffing Requirement

The Contractor shall require all security personnel to report for duty a minimum of 15 minutes in advance for mandatory roll call or muster before each shift. Roll call shall include, but not be limited to review of procedures, policy changes, and security updates in and around the TMFJB. For authorized relief periods such as lunch, breaks, training, etc., the Contractor shall provide a replacement security guard for each employee absent from their post. Security Supervisors and Patrol (rovers) guards shall **NOT** be used as replacements.

Staffing Requirement/Hours

Post 1	North Security Desk (Command Post)	Armed	24 hours, 7 days
Post 1A	Support	Armed	0800-1800 M-F
Post 2	2 nd Street Mezzanine Entrance	Armed	0600-2000 M-F
Post 2B	X-ray machine, walk-thru metal detector	Armed	0600-2000 M-F
Post 3	2 nd Street Garage Entrance	Armed	0530-2000 M-F
Post 4	Loading Dock (Guard Booth)	Armed	0600-1800 M-F
Post 4B	X-ray Machine	Armed	0600-1800 M-F
Post 4C	Support	Armed	0600-1800 M-F
Post 5	F Street Garage Entrance	Armed	0600-2000 M-F
Post 6	Atrium Entrance (X-Ray Machine)	Armed	0600-2000 M-F
Post 6A	Walk-thru metal detector	Armed	0600-2000 M-F
Post 6B	Walk-thru metal detector	Armed	0700-2000 M-F
Post 7A	South Security Desk	Armed	0600-2000 M-F
Post 7B	South Security Desk	Armed	0800-1800 M-F
Post 8	South Garage Elevator Bank Walk-thru metal detector, X-ray machine	Armed	0600-2000 M-F
Post 9	North Garage Elevator Bank	Walk-thru metal detector, X-ray machine	

Armed	0600-2000 M-F	Delta	Roving Patrol Officer
Armed	24 hours, 7 days	Echo	Roving Patrol Officer
Armed	24 hours, 7 days		
On-Site Security Manager	Oversees daily operations	Unarmed	0830-1700 M-F
Lead Security Officer	One Per Shift	Armed	Per shift

C.13.4 Primary Security Officers Duties

It is the express intention of the Government to maintain consistency in security personnel duties in order to provide the maximum amount of security possible. In this regard, the COTR will furnish the Contractor with the Security Force SOP which describes the specific duties required for each Security Officers station. It is understood by both parties that all duties required of the Security Officers shall be within the scope of the work required by this contract and that is to provide for the complete safety and security of the TMFJB tenants and property, the visiting judicial officers and other judiciary employees, other government employees, and the visiting public. The following will serve to indicate the nature of duties required to meet these security needs and are not intended to be all inclusive:

C.13.4.1 Entrance Control

The Contractor's security officers shall execute the TMFJB security screening procedures. Screening shall include checking for unauthorized removal of property including wheelchairs and also ensuring possession of a properly authorized property removal pass. Screening shall also include operating security screening equipment and checking such items as handbags, packages, baby carriages, wheelchairs, etc., to detect weapons or contraband. All confiscated items shall be turned over to the COTR within 24 hours of confiscation. In addition, a written report, giving the complete details of the confiscation, shall be prepared by the Security Officers and provided to the COTR.

C.13.4.2 Tour Eye Rounds

Tour Eye Rounds are defined as groups of checkpoints that the Security Officers must scan (make visual inspections of the job site and equipment), during scheduled patrol. Refer to the Security Force SOP. The Contractor is responsible for providing Tour Eye Rounds, Interior Patrols, and Exterior Patrols.

C.13.4.3 Posts

The Security Officers shall maintain stationary and roving posts in order to prevent unauthorized entrance. This may include the monitoring of interior and exterior surveillance cameras and recording devices, duress alarm systems or other such equipment, Justices' chambers, and tenant offices. During official duty, Security Officers shall limit their conversations to official business. Watching television, eating, listening to portable and personal radios, reading books, newspapers and any material not associated with official business regarding the post is prohibited during post assignment. Additionally, no loitering of unauthorized personnel will be allowed at an official post.

C.13.4.4 Escort Duties

Security Officers shall provide, upon request, escort services for TMFJB employees when directed to do so by the COTR. Generally this will include, but not be limited to, providing an escort from one room to another, one floor to another, or to or from the garage. Escorts shall be requested through alarmed doors on the first floor and concourse to facilitate silent drills, evacuation procedures, or the movement of maintenance personnel. The purpose of the escort is to turn off door alarms in these circumstances. Security Officers shall not provide armed escort services for the movement and protection of money.

C.13.4.5 Law and Order

In performance of the duties listed above, the Security Officers shall be responsible for apprehending and detaining any person attempting to gain unauthorized access to government property. The Security Officers must also take whatever action is necessary to stop and detain any individuals attempting to commit any acts that imperil the safety and security of tenants, property, and the general public inside and on the grounds of the TMFJB.

C.13.4.5.1 U.S. Capitol Police

The TMFJB is on the US Capitol Grounds. The US Capitol Police, hereinafter referred as USCP, are authorized to police the building including interior and exterior, to include making arrests. They are not responsible for interior security, which is performed by the Contractor. The USCP is the responding agency for any police emergency. The duress alarms in the building register at the USCP alarm center. The Contractor must work closely with the USCP on all security and police issues.

After apprehension of a person suspected of committing a criminal offense, the suspect will be turned over to the United States Capitol Police for transport or processing. The Security Officers will prepare an incident report and may be called as a witness. Time spent as a witness resulting from duties as a Security Officer (including travel time and expenses) will be treated as if the Security Officer was at his normal duty station. The Government will pay the appropriate contract rate, reduced by the amount of any witness and travel fees paid by the Court, to the Security Officer.

C.13.4.6 Reports and Records

The Contractor shall prepare and submit to the COTR daily reports on any accidents, fire, bomb threats, unusual incidents, or unlawful acts that occurred. Other topics requiring investigation include injuries, thefts, missing objects, altercations, slips/falls, denied entry without confrontation, harassing phone calls, parking violations to include blocked spaces, wrong spaces, no parking sticker/tag, no authorization to park, unsafe vehicle (fire/smoke/pollution), etc. Any notes should be kept in journals. “Sticky notes” are unacceptable. All written reports are to be forwarded to the COTR or his/her designated representative within 48 hours. Report writing includes maintaining a daily log of such incidents. Security Officers logs shall be available for the COTR inspection at all times. All incident reports shall be provided to the COTR on a Security Officer Incident Report Form. Confiscated items shall also be reported on the Security Officer Incident Report Form.

The Contractor shall provide a written report to the COTR on all disciplinary actions taken against security personnel while under contract at the TMFJB. Disciplinary actions include, but are not limited to, terminations, suspensions, transfers, verbal warnings, and written warnings.

All reports shall show coverage and incidents for all shifts.

C.13.4.7 Garage Parking

When and where applicable, the Security Officers shall direct traffic as described in the Security Force SOP. If traffic should be controlled by the Security Officers, the Security Officers shall be tactful and courteous at all times when issuing warnings to individuals who violate facility parking regulations. The Security Officer shall immediately report abandoned or suspicious vehicles and violations in the garage or the building perimeter to the COTR. The Contractor is responsible for the security of the garage parking areas. Security Officers control access to garage levels during operating hours. Security personnel shall ensure all individuals attempting to park in the garage have both a valid hanging tag and identification card or follow SOP if these requirements are not met.

C.13.4.8 Lost and Found Articles/Items

The lost and found services for the entire building are controlled by the Contractor and performed as noted in the Security Force SOP. The Contractor shall report to the COTR daily reports on any lost and found activities. The Government does not provide secure storage space for lost and found items. A file cabinet with a lock for storage of lost and found items is acceptable for providing secure storage.

C.13.4.9 “Code Adam” Alert

The TMFJB has an operational “Code Adam Alert” program, which covers the actions to be taken in the event of a lost or missing child (or teenagers and adults in need of special assistance). The Contractor’s security personnel shall follow the established standard operating procedures (SOP) of the “Code Adam” Alert. Additionally, the Contractor shall maintain and upgrade the SOP, regarding this requirement, as necessary/required.

C.13.4.10 Homeland Security Alert Levels

The government may implement elevated alert levels based upon warnings from the Department of Homeland Security (DHS). Whenever this occurs, the Contractor's security procedures shall be modified as necessary or required to include increased security staff, hours of staffing, and altering entry control procedures. Additionally, the Contractor shall maintain and upgrade the SOP, regarding this requirement, as necessary/required.

C.13.5 Work Restrictions

The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against Contractor employees as may be necessary. All Contractor employees are expected to adhere to standards of conduct that reflect professionally on themselves, their employer, and the Federal Government. The COTR reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the performance standards and the Contractor shall initiate immediate action to replace such an employee to maintain continuity of services.

Except when the Security Officers are required to work overtime by the COTR, Contractor personnel shall not assume duties unless he/she has been in a non-working status for a minimum of 8 hours prior to reporting for duty.

Security personnel shall not consume alcoholic substances on duty or a minimum of 8 hours prior to reporting for duty.

Security personnel assigned to perform services under this contract shall not consume any controlled substance as that term is defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C. 812. The Contractor shall ensure that security personnel taking prescribed medication are capable of performing their duties as described in this Contract.

Security Officer shall NOT leave their post during their shift, except when authorized to take breaks or lunch. Each Security Officer will be allowed a 15-minute morning "break," a 15-minute afternoon "break," and a ½ hour lunch "break." It is the responsibility of the Contractor to coordinate a schedule for Security Officers to ensure security coverage is maintained during break periods.

Security Personnel shall only answer and make official business calls on the telephones designated for contractor's use.

C.13.6 Additional Security Coverage

The Contractor shall maintain, at all times, an on-call reserve force. This reserve force shall be of sufficient size to provide the amount of temporary or emergency staffing services in the event of a natural disaster, civil disturbance, heightened security, and special events. Additionally, the reserve force shall be sufficient in size to enable the Contractor to provide post coverage in the event of scheduled or unscheduled Contract employee absences. All personnel of the reserve

force must meet the minimum qualifications standards required in this contract before working any post under this contract. The on-call reserve force shall report to post no later than two (2) hours from notification by the COTR.

The Contractor shall be compensated the normal hours rate during normal business hours, and outside of normal business hours rate, as applicable, for any additional staffing due to natural disaster, civil disturbance, heightened security, and special events.

C.13.6.1 Building Special Services

Security Special Services are services provided at times other than normal business hours. Periodically, tenants may work on Saturday, Sunday, recognized holidays or evenings, or emergency situations which may occur, in which case it may be necessary to provide such services. This may include Atrium events, VIP visits, and Tours.

The Contractor shall endeavor in good faith to provide Security Special Services as may be requested from time to time by the COTR either orally or in writing. Such requests will be followed up with a written service order signed by the COTR or Contracting Officer, as provided in Section G.

C.13.6.2 Emergencies

All security personnel shall be familiar with the Emergency Evacuation Procedures and Shelter in Place Procedures, according to the Security Force SOP. In the event of an emergency evacuation, the primary functions of the Security Personnel are to assist in the orderly evacuation of the building; secure the building perimeter to prevent unauthorized access; and to assist emergency personnel. During emergency evacuations, the on-site Security Manager will establish and maintain communications with the D.C. Fire Department, United States Capitol Police, TMFJB Emergency Command Center, and the TMFJB Building Emergency Personnel.

Emergencies, include, but are not limited to bomb threats, fires, workplace violence, suspicious packages, or imminent personal danger to TMFJB tenants. Under no circumstances may a Security Officer refuse to cooperate with such directives when the COTR and/or designated representative determines that an emergency situation exists. The On-site Security Manager shall be notified of any emergency situation and shall make a record of it in the Daily Log as soon as practicable, after resolution of the situation.

C.13.7 Firearms Proficiency

The Contractor shall require each Security Officer to be tested semi-annually to determine their firearms handling proficiency. The Security Officer shall be deemed ineligible to perform their duties and serve as a Security Officer unless they successfully pass the firearms proficiency test. It is the responsibility of the Contractor, to schedule each Security Officer for firearms retesting semi-annually. The retesting should occur within 60 calendar days of the anniversary of the original test. The Contractor shall notify and provide the COTR with written results of the testing within 48 hours of the testing.

Security Officers who fail to meet the initial firearm standards test shall be immediately removed from performing services under this contract until the firearms qualification standards are met. Upon successful completion of the test, the Contractor shall submit subsequent firearms proficiency certifications and a copy of the Firearms License to the COTR. The Contractor shall maintain a file of all Security Officers results of all testing while employed by the Contractor. This file shall be available for COTR review at any time.

C.13.7.1 DC License Requirement

In compliance with DC Law, all officers carrying a firearm will be Special Police Officers with a current District of Columbia license. All Officers assigned to the TMFJB must read, understand and follow all policies as described in the Security Force SOP. Officers will not carry firearms beyond the established perimeter of the TMFJB, except under the conditions of fresh pursuit in accordance with Title 4 of the DC Code. Per agreement with the USCP, the perimeter of the TMFJB is inside the street curb bordered by Massachusetts Avenue; 2nd Street; F Street, and Columbus Circle.

C.13.8 Security Personnel Dress Standards

C.13.8.1 General

All security personnel, with the exception of the on-site Security Manager, shall wear the same color and style of uniform. The on-site Security Manager's uniform shall differentiate from the Security Officers' uniforms. Appropriately styled feminine uniforms shall be worn by female members. All security personnel, with the exception of the on-site Security Manager, shall wear the same color and style or type of uniform accessories and equipment and shall wear the rank and name affixed to the uniform and/or applicable security badge.

The type of uniforms to be used in this contract shall be submitted to the COTR for approval within 10 calendar days after contract award.

The Contractor is responsible for the purchase and replacement of uniforms of security personnel working under this contract. Each Security Officer, including those occupying shared positions, shall have a minimum number of uniform items at all times. Prior to performance under the contract, and annually thereafter, the Contractor shall certify in writing, to the COTR that each Security Officer has been furnished the item of their dress uniform.

C.13.8.2 Uniforms on Work Site

The Contractor shall issue Security Officers a pocket identification and name tag to be worn while on duty. Security Officers shall not wear any non-uniform patches, pins, decals, or like items on the uniform at any time.

Shoes shall be low quarter or high topped lace type with police or plain toe and standard heel. The color of the shoe shall match the color of equipment accessories. The color of uniform accessories and equipment shall be standard black or brown, as may be appropriate to match the uniform.

C.13.8.3 Supplementary Items

Each Security Officer shall be equipped with such supplementary items as needed to perform their duties including, but not limited to, notebooks, pens, pencils, flashlights, flashlight holder, gloves, CPR mask, safety apparel, and inclement weather clothing as appropriate to operations. Security Officers shall not be permitted to provide themselves with any unauthorized equipment such as chemical agents, concealed firearms, or the like.

C.13.8.4 Maintaining Appearance

The Contractor is responsible for assuring that security personnel maintain a neat appearance in accordance with generally accepted standards set by the COTR. Security Officers shall be in complete uniform at all times while on duty. Security Officers who are not in uniform may be relieved of duty, and the Government will have no obligation to pay the Contractor during that period, unless the Contractor provides immediate backup of the position. If any Security Officer reports for duty out of uniform more than twice, the Contractor shall take immediate corrective action and submit a report to the COTR within 5 calendar days describing the actions taken to prevent a recurrence of the problem.

C.13.9 Contractor Furnished Property

The Contractor shall furnish the following items to each Security Officer as needed:

- Two way radio with microphones (Contractor is responsible for obtaining an assigned frequency)
- Firearms
(all Security Officers will be armed with a firearm meeting the Government of the District of Columbia, Metropolitan Police Department, Security Officers Management Branch, Policy Manual) (Personal firearms can not be used as substitutes)
- Ammunition (including ammunition for qualification)
- Belt type holster
- Cartridge case
- Baton or ASP
- Handcuffs
- Handcuff case
- Pocket identification badges
- Name tag
- Supplemental radio equipment (charger, batteries, carrying case, belt clip, earpiece)
- Alpha Wand Data Logger (one for building to be used during the Tour Eye Rounds)

The Contractor is responsible for ensuring that all Security Officers return these items to their place of storage at the completion of the Security Officer's shift. Under no circumstances shall a Security Officer take any of the items off the grounds of the TMFJB, unless specifically authorized to do so, in writing by the COTR. Any Security Officer who violates this provision shall be reported to the

COTR or designated representative by the Contractor and may be subject to immediate removal from duty.

Security personnel shall use Contractor furnished equipment/property and may not substitute personal equipment/property.

Prior to performance of security duties, the Contractor shall discuss with each Security Officer the proper method for issue, use, accountability, and storage of articles of equipment.

C.13.9.1 Access Control and Perimeter Surveillance Equipment Training

Training in the proper use of equipment will be provided by the Contractor. The Contractor is responsible for promptly notifying the COTR when any access control and perimeter surveillance equipment is malfunctioning. Any equipment which is misused or abused by security personnel, will be verbally reported to the COTR immediately and followed up in writing within 24 hours. All associated costs to repair or replace the equipment will be invoiced to the Contractor for full payment.

C.13.10 Mandatory Security Services Reports

The Contractor shall maintain, in a secure and safe manner, complete and identifiable records, files, and correspondence on all matters pertaining to the security of the TMFJB. The Contractor, upon request by the COTR shall make such records, files, reports, and correspondence available to the COTR for inspection and copying. All records relating to security services are the property of the Government.

Security services reports and logs include the various reporting mechanisms created by or for the TMFJB to control and protect information and the facility; to protect the TMFJB from unauthorized entry, sabotage, or loss; to ensure the adequacy of protective measures; access to facility; and to develop and implement plans for the protection of life and property under emergency conditions.

Security personnel shall prepare required reports as directed in the Security Force SOP (or as directed by the COTR) and submit them to the COTR when requested. The on-site Security Manager shall maintain daily reports/logs as noted below and make the reports/logs available for government inspection at all times.

C.13.10.1 Post One Assignments

The Contractor shall document all noteworthy activities, incidents, and concerns as they occur, such as: time sensitive information, security officers' post assignments, arrival and departure times, breaks, patrol activities. The logs are to be kept at the North Security Desk Command Post at all times.

C.13.10.2 Sign-In Logs

Sign-In logs contain sign-in sheets for the day, and are to be maintained at all posts. Sign-In Log Sheets shall contain a record of the day's entry activities and signature of visitors, tenants without identification cards, and contractors entering the building. As soon as a post closes, that posts sheets shall be collected and outstanding names reconciled. The sign-in books will be transferred to the North Security Desk Command Post each day. The sheets are to be filed daily.

C.13.10.3 Incident Reports

Incident reports are for recording all activities involving security actions, property damage, accidents, personal injury, theft, or other criminal offense. Incident reports are to be complete, detailed, and fact based relating to an incident. These reports are considered legal documents, and are of a historical nature. The Contractor, upon request by the COTR or designated representative, shall make incident reports, and correspondence available to the COTR or designated representative for inspection and copying. All records relating to incident reports are the property of the Government.

C.13.10.4 Alpha Wand Data Logger

As outlined in the Security Force SOP, the alpha wand data logger is to be carried by the Security Officer during the Tour Eye Rounds. This logger has a bar code recorder that has the capability of entering comments directly into the log via an alfa-numeric pad and by scanning the scheduled patrol. The information collected in the log is downloaded daily into a computer for activity review and historical reference. The alpha wand data logger and any and all related equipment (i.e., associated scanners) to the alpha wand data logger shall be provided and maintained by the Contractor and is to be kept secure in the On-site Security Manager's office when not in use.

C.13.10.5 Building Key Control Log

Lead Security Officers shall record a key inventory of the Key Control Box at the beginning of each shift. This log is to be maintained at the designated North Security Desk Command Post.

C.13.10.6 Unlocking Door Requests Log

As outlined in the Security Force SOP, a log is to be maintained at the North Security Desk Command Post to record after hour's door unlocking requests. It is mandatory that each request be recorded.

C.13.10.7 Lost and Found Log

All lost and found items must be documented. The log should contain an identification number for the tagged item, the status of the item, dates and times pertaining to the item, a description of the item, name of person involved, the name of the Security Officer making the entry, any and all information pertaining to the disposition, and claim information related to the item. The log is to be maintained at the North Security Desk Command Post.

C.13.10.8 Firearms Log/Firearms and Equipment Control Log

Each Security Officer is responsible to sign for firearms, ammunition, and other items required for the post. The Security Officer will sign again upon the return of the equipment. This log is to be kept in the Arms Room. The Arms room is sufficient to provide secure storage for firearms. The Contractor shall provide a safe(s) for securing storage of handguns and the Contractor shall also provide a clearing barrel. The Firearms log should begin at 2200 hours and end at 2200 hours the following day, each day. A full entry is to be made at each weapon issuance.

C.13.10.9 Monthly Report

The Contractor shall provide a monthly report to verify that all duress alarms, control panels, and battery operated emergency lighting checks were conducted.

C.13.11 Orientation and Training

Training requirements must be completed prior to employment in the TMFJB. The Contractor must provide a comprehensive training program as listed below to all security personnel.

All training required shall be administered by persons who are certified as being qualified to instruct or teach the specific subjects or topics required. Certification to instruct the specific subject shall be in the form of a certificate issued by an accredited institution of learning. Such certification shall be current, within the past 3 years. Copies of the instructor's certifications and documentation shall be submitted to the COTR. The Contractor shall maintain current employee records on file and make such employee records available at all times for COTR review. Records shall identify all training, weapons qualifications, and other credentials.

Training shall be provided in a classroom setting and be performed on-site by certified and experienced instructors that have direct interaction with the applicants.

Training shall also consist of an individual-based continuing program under the direct supervision of a lead Security Officer following the initial 7 days of training.

Training areas to be included in this continuing program shall include, but not be limited to:

- Public relations
- Interpersonal skills
- EEO training
- Sexual Harassment training
- Cardio Pulmonary Resuscitation
- Automated External Defibrillator Certification (GFE maintained/serviced by the Government)
- First Aid
- Blood-borne pathogens
- Handling aggressive and violent behavior
- Self-defense
- Weapon retention and control
- Detention procedures

SECTION C

- Search and seizure
- Patrol techniques
- Observation techniques
- Report writing
- Bomb threat
- X-ray threat recognition
- Explosive devices and suspicious packages searches
- Chemical/Biological awareness

Security personnel shall maintain an awareness and familiarity with TMFJB requirements, such as general information and special orders for the TMFJB, operational procedures for security systems, and operational procedures as directed by the Security Force SOP. Requirements include, but are not limited to:

- Brief history of the Thurgood Marshall Federal Judiciary Building
- Mission and names of tenant organizations
- The mission of the TMFJB Security Program
- Standards of Performance for Security Personnel
- TMFJB Medical protocol
- Building Emergency Program
- Security Force SOP to include questions and answers
- Sixteen to 24 hours of on-site orientation that shall include practical exercises and role playing exercises in the following areas:
 - Operation, monitoring and interpretation of all security equipment
 - Security screening
 - Spot checking and hand check inspections
 - Special procedures (disabled persons, baby carriages, wheelchairs, persons excluded from searches)
 - Property passes
 - Tenant access control
 - Duress alarm procedures
 - Fire alarm procedures
 - Post opening and closing procedures

C.14 Mechanic and Construction Liens

The Contractor waives the right to file mechanics and construction liens, and will indemnify, defend and save harmless Government against all claims or liens filed by Contractor, its subcontractors, laborers, or material suppliers.

SECTION E
INSPECTION AND ACCEPTANCE

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**SECTION E
INSPECTION AND ACCEPTANCE**

E.1 INSPECTION AND ACCEPTANCE

.1 The Contracting Officer or the Contracting Officer's duly authorized representative will inspect and accept the supplies and/or services to be provided under this contract.

.2 Inspection and acceptance will be performed at:

Thurgood Marshal Federal Judiciary Building
One Columbus Circle, N.E.,
Washington, D.C. 20544

F.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses: www.gsa.gov or www.govcon.com

<u>CLAUSE TITLE</u>	<u>DATE</u>	<u>FAR NUMBER</u>
INSPECTION OF SERVICES--FIXED-PRICE	AUG 1996	52.246-4
END OF SECTION E		

SECTION F
DELIVERIES OR PERFORMANCE

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SECTION F

DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

- .1** The term of contract shall be from date of award through September 30, 2007 plus any required phase-in which shall be performed between the date of contract award and October 1, 2006.
- .2** If options are exercised in accordance with Section I of this contract, the term of the contract during such option periods shall be as follows:

Option 1:	October 1, 2007 through September 30, 2008
Option 2:	October 1, 2008 through September 30, 2009
Option 3:	October 1, 2009 through September 30, 2010
Option 4:	October 1, 2010 through September 30, 2011

F.2 PERFORMANCE LOCATIONS

- .1** The services to be provided by this Contract shall be performed at the Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE, Washington, DC 20544

F.3 HOURS OF PERFORMANCE

- .1** In accordance with Section C.2, FACILITIES MANAGEMENT, the Contractor shall be responsible for providing the necessary staff to provide continuous coverage to effectively maintain, operate and protect the TMFJB during normal hours of operation. The normal hours of operation do not relieve the Contractor of the requirements to perform other services described herein that may require additional hours/personnel. The term normal hours of operation are Monday through Friday from 6:00 AM to 8:00 PM. The Contractor is responsible for performing scheduled and unscheduled maintenance and repairs, as necessary, on a 24 hour-per-day, 365 day-per-year basis.

F.4 WRITTEN DOCUMENTS, NOTIFICATIONS, FORMS AND REPORTS

.1 The Contractor shall provide the COTR the below listed written documents, notifications, forms and reports under this contract at the identified scheduled times throughout the term of this contract. The sections referenced provide the information required in the report. The COTR shall review and either accept or request revisions no later than 15 business days after receipt of the written documents unless otherwise stated in this contract or other time specified by the COTR. One copy of each deliverable marked “**” shall also be delivered to the AOC, Executive Officer/Facilities Manager.

.2 Deliverables: The Contractor shall provide the Government with all information listed below. In addition, the Contractor shall provide any other reports required by the government during the term of the contract. The reporting format shall be developed between the CO or COTR

and the Contractor. All Contractor developed charts, reports, check sheets, logs, and other reporting or documentation methodology for any portion of this contract shall be approved and/or accepted by the COTR. Each chart, report, check sheet, log, and other reporting documentation shall be in sufficient detail that such data as required by the Contracting Officer, COTR, or other Government representative shall provide statistical data sufficient for determining the operations and maintenance requirements of the building, its equipment, and grounds. All records shall be maintained by the Contractor and made available to the Government immediately upon request/notice.

<u>Deliverable</u>	<u>RFP Reference</u>	<u>Due Dates</u>
Copies of all Subcontracts to CO and COTR	C.3.4	30 calendar days after contract award
Phase-In Transition Plan	C.3.5.1	7 calendar days after contract award
Phase-Out/Phase-In Transition Plan	C.3.5.2	<u>Prior to incumbent contract completion within 7 calendar days after receipt of notice of award until contract start date</u>
<u>**Existing Deficiency Inspections,</u> <u>**Existing Deficiency Report,</u> <u>**Supplemental Report</u>	<u>C.3.5.1.1</u>	<u>30 calendar days after contract award and 30 calendar days after inspection is completed</u>
Updated Building Inventory List	C.4.2	30 calendar days after contract award
Current Building Inventory List	C.4.2	10 calendar days prior to end of each contract year
Government Furnished Property Inventory	C.4.2.1	30 calendar days after contract start date. Updated 10 calendar days prior to end of each contract year
Service Request Status and Completion Report (Non-Reimbursable)	C.4.3	Weekly
Service Request/Work Order/Repair Order Log (Reimbursable) - provided in separate logs	C.4.3.8	Weekly
Building Service Request Form	C.4.3.4	30 calendar days after contract award
**Emergency Operating Plan	C.4.4.1	30 calendar days after contract award
**Emergency Phone List for Key Personnel	C.4.4.2	30 calendar days after contract award <u>and anytime changes occur (personnel or information)</u>
<u>**Tenant Relations Program Plan</u>	<u>C.4.5</u>	<u>30 calendar days after contract</u>

SECTION F

<u>Deliverable</u>	<u>RFP Reference</u>	<u>Due Dates</u>
		<u>award</u>
**Customer Satisfaction Survey	C.4.5	Annually
**Building Service Quality Control Program and Plans	C.4.6	30 calendar days after contract award
**Quality Control Reports	C.4.6.e	Monthly
Inspection Reports	C.4.6.1	<u>Weekly (COB Mondays or first business day of week)</u>
**Radon Measurements	C.4.6.2.1	30 calendar days after contract award and every 6 months throughout contract term
<u>**Radon Corrective Action Plan</u>	<u>C.4.6.2.1</u>	<u>15 calendar days anytime excessive Radon levels are detected</u>
**Air Quality Assessment and Report	C.4.6.3	30 calendar days following each semi-annual inspection
**Building Operating Plan	C.5.2	30 calendar days after contract award
Preventive Maintenance & Periodic Inspection Report	C.5.3.1.1	Monthly
Utility & Storage Areas Report	C.5.3.1.3	Semi-annually
**Preventive Maintenance (PM) Schedule	C.5.3.2.1	30 calendar days after contract award
Preventive Maintenance Guides	C.5.3.2.3	Within 7 calendar days of installing new equipment
COTR notification of work requiring opening or dismantling of equipment	C.5.3.2.4	One week advanced notice
PM Performance Report	C.5.3.2.5	Monthly
Equipment History Cards	C.5.4.2	Must be included in Inspection Reports (identified in C.4.6)
**Elevator PM Schedule	C.5.6.2	30 calendar days after contract award
Elevator Test Reports	C.5.6.4	7 calendar days after conducting test
ElevatorTraffic Analysis Report	C.5.6.12	Within 7 calendar days following semi-annual traffic analysis
Elevator Maintenance Supplies/Parts on site	C.5.6.13	Within 7 calendar days after award

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<u>Deliverable</u>	<u>RFP Reference</u>	<u>Due Dates</u>
**Fire Alarm and Sprinkler System Test Reports	C.5.7.2	Quarterly
Custodial Consumable Supply List	C.6.2	7 calendar days prior to contract start
Janitorial/Custodial Work Schedule	C.6.4	30 calendar days after contract award Updated annually
Waste Disposal Facility Certification	C.7.3	30 calendar days after contract award
**Recycling Plan	C.7.4	30 calendar days after contract award
**Recycling Report	C.7.4.2	Monthly with annual summary
Pest Control Plan	C.8.1	14 calendar days after initial inspection
USPS and other service provider Activity Reports	C.9.1.8	Monthly
Snow/Ice Removal Chemical Material Safety Data Sheets to COTR for Approval	C.11.3	Prior to use
Snow/Ice Removal Plan	C.11.7	30 calendar days after contract award
“As-built” Floor Plans	C.12.7	As tenant alterations are completed
“As-built” Floor Plan Surveys and Resultant Updates	C.12.7	Semi-annually with floor plans updated within 21 calendar days after completion of the survey or alteration project
Security Force SOP and modifications	C.13.2	As necessary with approval of COTR
Firearms Licenses	C.13.3	Prior to entry of officer on duty
Confiscated Items Report	C.13.4.1	As required
Incident Report	C.13.4.6 C.13.10.3	Per incident
Lost and Found Report	C.13.4.8	Daily
Firearms Proficiency Report	C.13.7	Semi-annually
Security Personnel Uniform Approval	C.13.8.1	10 calendar day after contract award

<u>Deliverable</u>	<u>RFP Reference</u>	<u>Due Dates</u>
Certification each Security Officer has dress uniform	C.13.8.1	Prior to performance of contract and annually thereafter
Report of Security Officer Uniform non-compliance	C.13.8.4	5 calendar days after second offense describing action taken
Post One Assignments Log	C.13.10.1	Daily
Sign-in Logs	C.13.10.2	Daily
Alpha Wand Data Logger	C.13.10.4	Daily
Building Key Control Log	C.13.10.5	Daily
Unlocking Door Request Log	C.13.10.6	Daily
Firearms Log/Firearms and Equipment Control Log	C.13.10.8	Daily
**Security System Report (alarms, control panels, emergency lighting checks)	C.13.10.9	Monthly
Financial Report	Section G	Quarterly

F.5 RETURN OF GOVERNMENT MATERIAL

Within 5 calendar days after final contract expiration/termination, the Contractor shall return to the COTR the following:

- .1 All keys and key cards including the tenant grand master and all building support keys.
- .2 All CFC/HCFC refrigerants, storage containers, and cylinders.
- .3 All Government furnished equipment listed in the Government Furnished property Inventory.
- .4 All software and information compiled in the computer based management information system.

F.6 FAR 52.242-15 STOP-WORK ORDER (AUG 1989)

.1 The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the

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period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either –

.1 Cancel the stop-work order; or

.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

.2 If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if –

.1 The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

.2 The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

.3 If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

.4 If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of clause)

END OF SECTION F

**SECTION G
CONTRACT ADMINISTRATION DATA**

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G.1 AOC52.201-1 CONTRACTING OFFICER'S AUTHORITY (JUN 2004)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

G.2 AOC52.201-2 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) (MAR 2005)

The Government shall provide the name, address and telephone number of the COTR at the time of contract award and the duties thereby delegated to that person. Any subsequent change to the individual or the individual's responsibilities will be confirmed in writing by the Contracting Officer. In no instance will the COTR be delegated authority to order any change in the contractor's performance which would affect (a) cost or schedule for contracts for services or supplies, or (b) scope, the completion date for intermediate phases or milestones, or overall completion date for contracts for construction.

(End of clause)

G.3 KEY PERSONNEL/APPROVAL OF SUBSTITUTE CONTRACTOR PERSONNEL

(a) The Contractor shall assign to this contract the following key personnel:

Contractor's Property Manager;
On-site Operations and Maintenance Supervisor (Chief Engineer);
On-site Electrician;
On-site Custodial Supervisor;
On-site Tenant Project Manager;
On-site Security Manager;
Lead Security Officer.

The following information shall be provided for the key personnel at time of award:

Name: _____

Title: _____

Telephone No. _____

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by Paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by Paragraph (c) to the Contracting Officer at least thirty (30) calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions. Complete resumes, a possible interview and any other additional information requested by the Contracting Officer shall be provided. Proposed substitutes shall have comparable qualifications to those of the person being replaced. The Contracting Office shall have final authority in the approval or disapproval of a proposed substitute. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

(d) At no time, and for no reason shall a Key Personnel position be vacant. Should a Key Personnel position become vacant, and a permanent substitution has not yet been approved by the Government, the Contractor shall provide a temporary Key Personnel. This temporary Key Personnel shall have the required skill level and be employed on a full-time basis until such time as the Key Personnel position is permanently filled. As in the case of the permanent replacement, final approval of temporary Key Personnel rest exclusively with the Contracting Officer.

(e) The approval of substitute personnel will not be considered to be grounds for an increase in the contract price.

(f) The special security requirements in AOC52.223-5, Special Security Requirements - Services, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(g) This paragraph applies only to a labor hour or time-and-materials contract. The Unit Price (hourly labor rate) for the approved substituted personnel shall remain the same as the rates of the relevant labor category, in the applicable Base Year or any of the subsequent Option Years (see the "SCHEDULE OF ITEMS" in Section B).

(h) The special security requirements in AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

G.4 KEY PERSONNEL QUALIFICATION REQUIREMENTS

Key personnel must meet or exceed any minimum qualification requirements for the position as specified in this solicitation.

.1 Property Manager: The Contractor is required to assign a Property Manager on

a full time basis who shall be physically located at the TMFJB. The Property Manager must be dedicated to the contract full time for a minimum of two consecutive years. The Property Manager shall have complete authority to act for the Contractor concerning planning, scheduling, budgeting, and personnel.

The Property Manager shall have the authority to accept inspection reports and all other correspondence for the Contractor and shall be responsible for supervision of all work performed under this contract. In addition, the Property Manager shall at a minimum:

- Obtain cost estimates for Tenant Work Orders or Infrastructure Repair Orders;
- Assign projects to contractors or engineering departments, as needed;
- Coordinate and schedule projects, including pricing, estimating costs and processing Building Service Requests, Tenant Work Orders or Infrastructure Repair Orders;
- Track and process Building Service Requests, Tenant Work Orders or Infrastructure Repair Orders including issuing purchase orders and engineering service requests, as required;
- Review projects to ensure compliance with building standards and to ensure that work meets tenant satisfaction;
- Provide direction and guidance to engineering staff to ensure timely completion of Tenant Work Orders or Infrastructure Repair Orders;
- Provide written and oral status reports of orders to the COTR and tenants representatives;
- Ensure timely billing of Tenant Work Orders or Infrastructure Repair Orders;
- Maintain the Service Request/Work Order/Repair Order Tracking System in a computer based management information system;
- Conduct base building site inspections and coordinate repairs, as required;
- Maintain effective relationship with tenants, AOC, Tenant Project Manager, Chief Engineer, Custodial Supervisor and On-site Security Manager to address tenant concerns;
- Ensure all contract and sub-contract employees supporting this contract receive training and understand the TMFJB rules and regulations

The Property Manager shall poses the following minimum qualifications:

- Have completed post-secondary school training in facilities management and supervision;
- Have a minimum of five consecutive years of experience within the last ten years in directing work similar in scope to that which is contemplated in the contract including: facilities management, operation, and maintenance, custodial, and security for a single building of comparable size, type and complexity;
- Ability to plan, organize and meet project deadlines;
- Ability to work on several projects simultaneously and prioritize work, as required;
- Demonstrate working knowledge of engineering and building systems;
- Proficiency with word processing, spreadsheet and project tracking software;
- Excellent written and verbal communication skills;
- Have experience as a facilities manager in a comparable commercial Class A office

building, federal and/or state building.

.2 On-site Operations and Maintenance Supervisor: The On-site Operations and Maintenance Supervisor (Chief Engineer) is required to be on site during the normal hours of operation. The Chief Engineer is responsible for all mechanical operations, maintenance, plumbing, keying, lighting, and energy management within the TMFJB. The Chief Engineer shall at a minimum:

- Inspect the work of subordinates to insure maximum efficiency, economy, and quality of work;
- Perform diagnostic and repairs on building systems;
- Perform diagnostic and repairs on high and low voltage systems and equipment;
- Perform plumbing repairs, toilets, sinks, domestic water system, etc;
- Prepare work schedules;
- Maintain records and prepare required reports;
- Train or arrange for training of new employees in the proper maintenance of building systems;
- Coordinate and schedule maintenance and repair projects, including pricing, estimating costs and processing Building Service Requests, Tenant Work Orders or Infrastructure Repair Orders;
- Track and process Building Service Requests, Tenant Work Orders or Infrastructure Repair Orders including issuing purchase orders, as required;
- Review projects to ensure compliance with building standards and to ensure that work meets tenant satisfaction;
- Proficiency with word processing, spreadsheet and project tracking software;
- Excellent written and verbal communication skills

The Operations and Maintenance Supervisor (Chief Engineer) shall poses the following minimum qualifications:

- Have completed formal vocational/technical training in maintenance/mechanical/electrical related work;
- Have at least three years experience within the last five years in a supervisory capacity for an operation and maintenance program with HVAC, Elevator/Escalator, Electrical and General Maintenance Mechanics in a single building of comparable size and complexity;
- Ability to plan, organize and meet project deadlines;
- Ability to work on several projects simultaneously and prioritize work, as required;
- Demonstrate working knowledge of engineering and building systems;
- Ability to work independently and as part of a team;
- Excellent written and verbal communication skills

.3 On-site Electrician: The Contractor shall provide all necessary equipment for the

iron-site electrician to perform their duties and responsibilities to ensure maximum uptime and minimum expenses in maintaining all TMFJB electrical equipment and systems. The on-site electrician will be required to work with a variety of standard residential and/or industrial electrical devices, equipment and systems, including electrical wiring systems and associated fixtures, controls, and equipment in the TMFJB. The on-site electrician shall install, assemble, trouble shoot, modify, repair, and maintain routine and standard electrical lines, circuits, systems, and associated fixtures, controls, and equipment. The on-site electrician shall test equipment by use of ammeters, voltmeter, meg-ohmmeters, and other testing equipment. The on-site electrician shall independently work from building plans, blueprints, wiring diagrams, electrical drawings, engineering drawings, and electrical maintenance and repair manuals. The on-site electrician shall also plan and layout trades work which includes, but is not limited to, measuring, cutting, routing, placement, type, size, gauge, balance, load, continuity, and safe operation of electrical lines, circuits, systems, equipment, and controls.

The On-site Electrician shall poses the following minimum qualifications:

- Must have at least three (3) years of directly related experience obtained within the past five (5) years as an electrician in a single building of comparable size, type, and complexity;
- Required licensed for the District of Columbia;
- Shall have completed formal vocational/technical training in electrical/maintenance related work;
- Ability to identify common causes of electrical failures;
- Ability to coordinate effective PM scheduling;
- Ability to establish routine testing procedures;
- Ability to apply PM strategies and techniques such as RCM, TMP, and Root cause failure analysis;
- Ability to organize and meet project deadlines;
- Ability to work on several projects simultaneously and prioritize work, as required;
- Demonstrate working knowledge of electrical systems;
- Ability to understand and utilize electrical drawings;
- Ability to work independently and as part of a team;
- Excellent verbal communication skills

.4 Custodial Supervisor: The On-site Custodial Supervisor is required on-site when the majority of the work is being performed either during normal hours of operation or at night. The hours of the on-site supervisor shall be identified in the Schedule for Daily, Weekly, Monthly, Semi-annual and Annual Cleaning with approval by the COTR. The Custodial Supervisor is responsible for supervising the janitorial/custodial workforce in the cleaning and maintaining of the TMFJB, entailing such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, gathering and disposing of refuse and managing a recycling program. The Custodial Supervisor shall at a minimum:

- Inspect the work of subordinates to insure maximum efficiency, economy, and quality of work;

- Requisition stores, and issue supplies;
- Prepare work schedules;
- Maintain records and prepare required reports;
- Train or arrange for training of new employees in the proper use of cleaning agents and equipment;
- Participate in the setting up of facilities for special occasions;
- Proficiency with word processing, spreadsheet and project tracking software;
- Excellent written and verbal communication skills

The Custodial Supervisor shall poses the following minimum qualifications:

- At least two years experience over the past five years in a supervisory capacity for a custodial program in a single building of comparable size and complexity;
- Have experience working in building custodial maintenance and supervision within the past two years;
- Ability to plan, organize and meet project deadlines;
- Ability to work on several projects simultaneously and prioritize work, as required;
- Demonstrate working knowledge of building custodial operations;
- Excellent written and verbal communication skills

.5 **Tenant Project Manager:** The Tenant Project Manager provides complete and overall management and oversight for tenant work orders related to tenant alterations and construction projects. The Tenant Project Manager shall be located at the TMFJB and concurrently reports to the Property Manager and the COTR. The Tenant Project Manager will regularly interface both verbally and in writing with Tenants, Tenant Representatives, Property Management, the Engineering staff, construction professionals, and other vendors. At a minimum the Tenant Project Manager duties/responsibilities shall include, but not be limited to, the following:

- Conduct competitive process, develop statement of work construction documents, and obtain bids/proposals/cost estimates for tenant work orders and construction projects;
- Assign projects to contractors or engineering departments, as needed;
- Manage and schedule construction projects, including pricing, estimating costs and processing tenant work orders;
- Track and process tenant work orders including issuing purchase orders and engineering service requests;
- Review tenant construction projects to ensure compliance with building standards and to ensure that work meets tenant satisfaction;
- Provide direction and guidance to engineering staff to ensure timely completion of tenant work orders;
- Provide written and oral status reports of tenant work orders to property management and tenants representatives;
- Ensure timely billing of tenant work orders;
- Maintain and distribute weekly update of Tenant Work Order Tracking Log;

- Conduct base building site inspections and coordinate repairs, as required;
- Maintain effective relationship with tenants, Property Manager, and Chief Engineer to address tenant concerns

The Tenant Project Manager shall poses the following minimum qualifications:

- Associates Degree in construction related field, or equivalent experience required;
- 1 - 3 years construction management experience;
- 1 year property management experience;
- Ability to plan, organize and meet project deadlines;
- Ability to work on several projects simultaneously and prioritize work, as required;
- Demonstrate working knowledge of architectural, engineering and building systems;
- Ability to read and review blueprints;
- Proficiency with Microsoft Office to include Word, Excel and project tracking software;
- Excellent written and verbal communication skills;
- Must be available to work flexible hours;
- Ability to use ladders.

.6 **Onsite Security Manager:** An On-site Security Manager is considered critical to oversee the security services and shall be available on a 24 hours basis by way of a pager/telephone system. The On-site Security Manager shall oversee and manage the day-to-day operations of the Security Officers Program. The On-site Security Manager shall be located at the TMFJB and concurrently reports to the Property Manager and the COTR. The On-site Security Manager shall have the authority to make decisions on behalf of the Contractor.

The On-site Security Manager shall poses at a minimum the following qualifications:

- Be a citizen of the United States of America;
- Be able to speak, read, write the English language fluently;
- Be a high school graduate or have a GED;
- Clear a background investigation mandated for Security Officer applicants;
- Be free from conviction of a misdemeanor crime of domestic violence in accordance with Title 18, Section 922(g)(9) of the United States Code. The term “convicted” is generally defined in the statute as excluding anyone whose conviction had been expunged, set aside, or has received a pardon;
- Must be licensed to carry and transport firearms in the District of Columbia;
- Must be able to withstand physical demands of the job and be capable of responding to emergency situations;
- Complete an on-site training program referenced under Section C.13.11;
- Must poses First Aid Certification by the American Red Cross;
- Must poses a Cardio Pulmonary Resuscitation Certification

The On-site Security Manager shall poses the following minimum qualifications:

- Have a Bachelor's degree and have at least 5 years of recent managerial experience in a security program in a facility comparable to the TMFJB.

.7 Lead Security Officers: The Lead Security Officer shall cover each shift. Lead Security Officers shall coordinate daily activities with the On-site Security Manager. In addition, the Lead Security Officer shall:

- Determine any changes which may be required in the daily routine;
- Assure all Security Officers are in proper uniform, and that all Government issued equipment and property is accounted for;
- Provide direct supervision for the daily work of the Security Officers;
- As required, shall function simultaneously as a Security Officer.

The Lead Security Officers shall poses the following minimum qualifications:

- Be a citizen of the United States of America;
- Be able to speak, read, write the English language fluently;
- Be a high school graduate or have a GED;
- Clear a background investigation mandated for Security Officers applicants;
- Be free from conviction of a misdemeanor crime of domestic violence in accordance with Title 18, Section 922(g)(9) of the United States Code. The term "convicted" is generally defined in the statute as excluding anyone whose conviction had been expunged, set aside, or has received a pardon;
- Must be licensed to carry firearms in the District of Columbia;
- Must be able to withstand physical demands of the job and be capable of responding to emergency situations.
- Complete an on-site training program referenced under Section C.13.11;
- Must poses First Aid Certification from the American Red Cross;
- Must poses Cardio Pulmonary Resuscitation Certification;
- Have at least 2 years of recent supervisory experience in a security program in a facility comparable to the TMFJB;
- Have at least 3 years of security experience as an armed Security Officer, as an active armed force member, or as a law enforcement officer within the last five years.

G.5 NON-KEY PERSONNEL REQUIREMENTS

.1 Maintenance and Repair Employees: All work specified herein shall be performed by journeymen mechanics who meet the minimum requirements identified by the Department of Labor in the Labor Category Description Standards. The minimum qualifications of Maintenance and Repair Employees are as follows:

.1 Must have at least three (3) years of directly related experience obtained within the past five (5) years as a mechanic in a single building of comparable size, type, and complexity in a trade or occupation in maintenance, repair and operation of buildings such as: air conditioning and equipment mechanic, refrigeration equipment mechanic, HVAC mechanic, electrician, plumber, elevator mechanic, fire protection system mechanic, as well as welder, painter, plasterer, drywall installer or those encompassing general carpentry.

.2 Custodial Workers: The Contractor shall fully staff the building with qualified and experienced janitors and cleaning supervisors/inspectors beginning 30 calendar days after contract award. All Contractor personnel shall receive close and continuing first line supervision from the Contractor's Custodial Supervisor(s). The minimum qualifications of Custodial Workers are as follows:

.1 Trained and qualified in custodial work.

.3 Mail Center Workers: The Contractor shall staff the mail center with one (1) working supervisor, one (1) lead mail clerk, and three (3) mail clerks. Mail center workers shall all work 40 hours per week.

.1 The minimum qualifications of Mail Center Workers are as follows:

.1 Must have working knowledge of USPS mail manuals, rates and services, the operation of mail metering and related equipment, and the services of other contract carriers such as FEDEX and UPS.

.2 Must be able to interpret written information and communicate clearly, both orally and in writing, to the tenants of the Thurgood Marshall Federal Judiciary Building and to outside visitors.

.3 Must be able to occasionally lift and move cartons weighing up to seventy-five (75) pounds in connection with their daily duties and on occasion may be required to move up to five cartons of mail-related materials within the TMFJB.

.4 Must be trained in spotting, handling, and inspecting routine and suspicious mail.

.4 Substitution of Mail Center Workers: If the working supervisor or a mail clerk is unable to report for duty or is on scheduled leave, the Contractor shall notify the COTR of the absence, reason for the absence and the name of the replacement. The replacement shall possess, at a minimum, a working knowledge of mail center operations and a familiarity with the TMFJB.

.5 Security Officers: Security Officers shall be experienced and qualified to provide and monitor security and to man identified security posts. All security personnel shall be fully trained, authorized, and licensed to carry and operate firearms in accordance with the applicable Federal and District of Columbia laws and regulations. The work requires frequent and prolonged walking, standing, running, sitting, and stooping. Occasionally, the individual may be required to

subdue violent or potentially violent people. Physical stamina in all of its forms (mental, climate related, etc.) is a basic requirement of this position. Any individual who cannot meet the physical requirements of the position will not be qualified to work under this contract.

The employment qualification requirements for security guards shall be at or exceed Guard II standards. (Guard II: Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.)

Security Officers shall at a minimum poses the following qualifications:

- Be a citizen of the United States of America;
- Be a high school graduate or have a GED;
- Must possess at least a minimum of one year of security experience as an armed Security Officer within the last two years;
- Clear the background investigation mandated for Security Officers applicants;
- Be free from conviction of a misdemeanor crime of domestic violence in accordance with Title 18, Section 922(g)(9) of the United States Code. The term “convicted” is generally defined in the statute as excluding anyone whose conviction had been expunged, set aside, or has received a pardon;
- Must be licensed to carry firearms in the District of Columbia;
- Must be able to withstand physical demands of the job and be capable of responding to emergency situations;
- Meet the General Qualification Requirements for all Security Personnel;
- Complete a certified and well-accredited security training program prior to being placed on staff at TMFJB;
- Complete an on-site training program referenced under “Training Criteria”;
- Poses First Aid Certification from the American Red Cross;
- Poses a Cardio Pulmonary Resuscitation Certification;
- Have the ability to meet and deal tactfully with judges, judiciary employees, government personnel, and the general public;
- Have the ability to understand, explain, interpret, and apply rules, regulations, directives and procedures;
- Poses poise, self-confidence, and the ability to make sound decisions and react quickly under stressful conditions;
- Have the ability to prepare clear and concise reports;
- Have the ability to learn and adapt to changing situations;
- Have the ability to accept and respond to instruction and direction.

.1 Medical Requirement: All prospective contract security personnel must undergo a pre-employment medical examination. Each applicant must meet the health certification requirements listed in the Government of the District of Columbia, Metropolitan Police Department,

.2 Physical Fitness: The Contractor shall encourage security personnel to maintain a fitness program. Physical well-being of the security personnel will assure the employees ability to tolerate the stress associated with this type of employment and increase physical readiness in cases of emergency.

.3 Changing the Number of Authorized Security Officers: The Contracting Officer may increase or decrease the level of security by issuing a Contract modification directing the Contractor to increase or decrease the number of Security Officers and posts currently allocated to the contract. Net increases to the number of authorized positions during any one contract year are limited to 100 percent of the maximum number of positions authorized at any one time during the previous contract year, or in the first year of performance, 100 percent of the positions authorized at contract award.

.4 Contractor Continuing Responsibility to Provide Suitable Security Personnel: The Contractor shall take all necessary steps to ensure that security personnel who are selected for assignment to this contract are professionally and personally reliable, of reputable background and sound character, and meet the training and experience requirements as stated in Attachment A, Security Personnel Qualifications. The Contractor shall have the responsibility to ensure that security personnel remain suitable in all respects, meeting all standards of suitability, including but not limited to conduct, work performance, and medical requirements. The fact that background investigations are performed, shall not in any manner relieve the Contractor of his/her responsibility to ensure that security personnel remain reliable and of reputable background and sound character. During the term of the contract, failure of any security personnel to meet the criteria noted, by violating the Security Personnel Performance Standards or failing to meet any requirements of the contract relating to a security personnel suitability, constitutes contractor non-performance.

The COTR will notify the Contractor, in writing, with a copy to the Contracting Officer, regarding contractor non-performance due to non-suitability or any other deficiency of security personnel.

.6 Orientation and Training: Training requirements shall be completed prior to employment in the TMFJB. The Contractor shall provide a comprehensive training program as listed below to all security personnel.

.1 All training required shall be administered by persons who are certified as being qualified to instruct or teach the specific subjects or topics required. Certification to instruct the specific subject shall be in the form of a certificate issued by an accredited institution of learning. Such certification shall be current, within the past 3 years. Copies of the instructor's certifications and documentation shall be submitted to the COTR. Contractor shall maintain current employee records on file and said records shall be available for government review upon immediate request. Records shall identify all training, weapons qualifications and other credentials.

.2 Training shall be provided in classroom setting and on-site by certified and experienced instructors that have direct interaction with the applicants.

.3 Training shall consist of an individual based continuing program under the direct supervision of a lead security officer following the initial 7 days of training. Training should include, but not to be limited to:

- .1** Public relations;
- .2** Interpersonal skills;
- .3** EEO training;
- .4** Sexual Harassment training;
- .5** Cardio Pulmonary Resuscitation;
- .6** Automated External Defibrillator Certification;
- .7** First Aid;
- .8** Blood-borne pathogens;
- .9** Handling aggressive and violent behavior;
- .10** Self-defense;
- .11** Weapon retention and control;
- .12** Detention procedures;
- .13** Search and seizure;
- .14** Patrol techniques;
- .15** Observation techniques;
- .16** Report writing;
- .17** Bomb threat;
- .18** X-ray threat recognition;
- .19** Explosive devices and suspicious packages searches;
- .20** Chemical/Biological awareness

.4 Security personnel shall maintain an awareness and familiarity with TMFJB requirements, such as general information and special orders for the TMFJB, operational procedures for security systems, and operational procedures as directed by the Security Force SOP. Requirement include, but are not limited to:

- Building;
- .1** Brief history of the Thurgood Marshall Federal Judiciary
 - .2** Mission and names of tenant organizations;
 - .3** The mission of the TMFJB Security Program;
 - .4** Standards of Performance for Security Personnel;
 - .5** TMFJB Medical protocol;
 - .6** Building Emergency Program;
 - .7** Security Force SOP to include questions and answers;
 - .8** Sixteen to 24 hours of on-site orientation that shall include practical exercises and role playing exercises in the following areas:

- equipment;
- .1** Operation, monitoring and interpretation of all security
 - .2** Security screening;
 - .3** Spot checking and hand check inspections;

- .4 Special procedures (disabled persons, baby carriages, wheelchairs, persons excluded from searches);
- .5 Property passes;
- .6 Tenant access control;
- .7 Duress alarm procedures;
- .8 Fire alarm procedures;
- .9 Post opening and closing procedures

G.6 CONTRACTOR RESPONSIBILITIES

The Contractor shall provide all management, administrative, clerical and supervisory functions required for the effective and efficient performance of this contract. The Contractor shall provide personnel who have experience on projects of similar size, scope, complexity, functionality, and other relevant experience with the tools and methodologies which are being provided for use on this contract. All personnel provided under this contract shall meet or exceed the personnel qualifications for the labor category proposed.

All matters concerning the employment, training, conduct, supervision, compensation, promotion, and discharge of employees shall be the responsibility of the Contractor. The Contractor shall comply with all applicable laws and regulations concerning workman's compensation, social security unemployment insurance, hours of labor, wages, working conditions and safety, EEO REQUIREMENTS, and all similar matters with respect to such employees.

.1 Contractor Licensing Requirements: All personnel engaged in the contract activities specified herein must be licensed by the state, local authority, and/or the city local authority in those trades, crafts, or professions which require licensing by such jurisdictions. The license must be of a grade or other level consistent with the requirements of the work being performed and/or as established by the above jurisdictions. The Contractor shall furnish a copy of each license for each employee to the CO and COTR not more than two (2) weeks after Contract award. The Contractor shall furnish licenses and certificates to the CO and COTR for any replacement or additional employees at least 7 calendar days before such employee reports for work at the TMFJB.

.2 Required levels of Supervision: The Contractor shall ensure that all facilities management services be satisfactorily supervised with, at a minimum, a Property Manager, On-site Operations and Maintenance Supervisor (chief engineer), Electrician, Custodial Supervisor, Tenant Project Manager, and Security Manager. These individuals shall have the authority to act for the Contractor daily at the TMFJB. The Contractor is required to designate separate on-site supervisors for the operation and maintenance program, and the custodial program.

.3 Contractor Personnel Identification: The Contractor shall furnish photo identification/building pass (ID) for all employees, including subcontractor employees, working in the building. The Contractor shall ensure all employees have photo identification/building pass (IDs) before entering on duty. The employee shall be required to display their ID at all times while on the premises. All IDs must be returned to the Contractor when an employee is dismissed or terminated and when a subcontract or this contract terminates. All IDs must contain an expiration date of a

maximum of two (2) years from the date of issuance.

.4 Work Safety: All services performed under this contract shall comply with the applicable requirements of 29 CFR. All work shall comply with the District of Columbia's municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent shall apply.

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the Government harmless for any action on its part or that of its employees or subcontractors, that results in illness or death.

.1 Contractor Emergency Operating Plan Training: All on-site Contractor employees shall be familiar with the building emergency operating plan and building fire alarm system. All employees shall be trained by the Property Manager or Chief Engineer on the procedures to follow in case of fire or other emergency including the pulling of fire alarms when necessary.

G.7 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

(a) The Contractor is responsible for coordination of all work performed by its own workforce and those of its subcontractors. Each subcontractor shall be experienced in and capable of performing in a satisfactory manner all work in his/her speciality, and shall meet the standard of competence established for the Contractor.

(b) The Contractor shall be responsible for all acts of subcontractors employed by him under this contract, and for their compliance with all terms and provisions of the contract applicable to their performance. The Contractor shall continuously coordinate the work of all sub-contractors to assure proper processing and progress of the Work.

(c) The Government reserves the right to require dismissal of any subcontractor who, by reason of previous unsatisfactory work on AOC contracts or for any other reason, is considered by the Contracting Officer to be incompetent or otherwise objectionable for performing work under this contract.

(d) If after award of the base contract, and for any reason, the Contractor proposes to replace a subcontractor, final approval of the proposed replacements shall rest with the Contracting Officer. Replacement subcontractor must have equal or greater qualifications than the subcontractor being replaced. The Contractor shall provide the COTR the following information:

- .1 A description of the services to be subcontracted;
- .2 Identification of the proposed subcontractor;
- .3 The proposed subcontract price;
- .4 Qualifications of the proposed subcontractor;

- .5 Three references of pas performance for work similar to that which the subcontractor shall perform under this contract.

(e) Nothing contained in the contract documents shall create any contractual relations between any subcontractor and the Government.

(f) Within thirty (30) calendar days after contract award, the Contractor shall provide the COTR and CO copies of any contracts or subcontracts entered into to provide services covered under this contract.

(End of clause)

G.8 AOC52.222-2 SUPPLEMENTAL WAGE DETERMINATION/RATE REQUEST (SEP 2004)

(a) The wage determination or rate, hereby incorporated, does not include the classification, Elevator Mechanics. The Contracting Officer submitted a request for a wage determination or rate to the U.S. Department of Labor, for a decision pertinent to the wage determination or rate applicable to the class of employee utilized in the work herein specified. As of the date of issue of this solicitation, such wage determination or rate has not been received by the Contracting Officer. Upon receipt, a copy of the Department of Labor's action will be forwarded to the contractor by the Contracting Officer.

(b) In the event that a wage determination or rate is not forthcoming from the Department of Labor prior to the opening of offers, each offeror agrees, by signing and submitting its offer, to be bound to compliance with the pertinent wage determination or rate of the Department of Labor, as eventually promulgated.

(c) If the action from Department of Labor results in a modification that is an increase to the wage and fringe benefit payments but shall not otherwise include any amount for general and administrative costs, overhead, or profit. The contractor also warrants that the price in this contract does not include any allowance for contingency to cover increased costs for which the adjustment is provided under a modification. In addition, the contractor shall provide, upon request, to the Contracting Officer the originals of any documentation the contractor used when preparing the proposal which will be utilized by the Contracting Officer to ensure that the payment of the adjustment will be for only those hours indicated under the specified category.

**G.9 AOC52.223-6 SPECIAL SECURITY REQUIREMENTS
U.S. SUPREME COURT (AUG 2005)**

(a) All contractor personnel including both prime contractor and subcontractor personnel ("contractor personnel") performing work for or at the Supreme Court under this contract will be subject to a security investigation.

(b) The contractor will provide the Supreme Court Police the full name, social security number, place of birth, and date of birth for all contractor personnel performing work for or at the Supreme

Court, in a single package within one week of contract award. All security investigation requests will be identified with the AOC contract number under which the work will be performed.

(c) Contractor personnel will not be permitted access to the Supreme Court job site until a completion of a favorable Supreme Court Police security investigation. Upon completion of a favorable security investigation contractor personnel will be issued a Supreme Court contractor identification card. The contractor identification card shall be returned immediately to the Supreme Court Police upon completion of work on site by the individual, the contractor's completion of all work on site under the contract, the expiration date of the contractor identification card, or on demand by the Supreme Court Police. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC/U.S. Supreme Court contract or task/delivery order work site.

(d) Any of the contractor's personnel who are perceived by the Contracting Officer or the Marshall's Office of the Supreme Court as a security risk, as a result of evidence discovered during the security investigation, will not be issued a Supreme Court contractor identification card and will be denied access to the job site. The contractor is required and will be directed by the Contracting Officer to remove such person from performance of any of the contract work, whether it be on or off the work site. Any contractor personnel perceived as a security risk after being issued a contractor identification card, may be ordered to return the identification card immediately to the Supreme Court police and may be denied access to the job site.

(e) In addition to the security investigation and contractor identification requirements identified above, all contractor personnel permitted on site at the Supreme Court must be escorted by AOC personnel assigned to work at the Supreme Court under the Superintendent, Facilities Manager Office. Contractor personnel found within the Supreme Court premises without an escort will be removed from the site. All contractor personnel must wear the ID badge whenever on the Capitol complex premises or when attending off-site functions on behalf of the AOC. ID badges must be worn in such a manner that contractor personnel can be easily identified as such.

(f) All vehicles and contents used by the contractor and/or the Contractor's subcontractors or suppliers which enter or leave Supreme Court property during the performance of the work, will be subject to inspection, identification and clearance procedures. The contractor will notify and provide a bill of lading to the Supreme Court Police 24 hours in advance of any vehicles arriving at the job site. Vehicles are to report to the Supreme Court Police at the Second and East Capitol Street entrance, or as otherwise instructed, for inspection. In addition to the inspection of the vehicle and its contents, all drivers and helpers will be required to pass through a Magnetometer. All persons possessing weapons or contraband will be subject to arrest and prosecution.

(g) The Contractor is fully responsible to return:

(1) The ID badge of any individual employee, including subcontractor personnel, who is removed for any reason including but not limited to illness, or dismissal;

(2) The ID badges of all contractor employees, including subcontractor personnel, whose performance under the contract is completed in advance of final contract job completion; and

(3) All outstanding ID badges issued for the contractor and its employees, including subcontractor personnel, within 24 hours of on site contract job completion.

(h) ID badges are to be hand delivered by the contractor within 24 hours of any of the events listed under (g) above to the Contracting Officer's Technical Representative (COTR).

(End of clause)

G.10 AOC52.223-7 SPECIAL SECURITY CLEARANCE AND INSPECTION PROCEDURES (JUN 2004)

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of the work will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police. See the attachment entitled "U.S. CAPITOL POLICE NOTICE" in Section J for instructions prior to delivery.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to entry into the building.

(End of clause)

G.11 AOC52.223-8 DELIVERY VEHICLE INSPECTION REQUIREMENTS (SEP 2004)

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of work under this contract will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police.

(b) *Mobile Vehicle and Cargo Inspection System (Mobile VACIS)*. All delivery vehicles carrying fuel, garbage, or similar cargo that cannot be offloaded for inspection and security screening shall utilize the Mobile VACIS located at Third and Pennsylvania Avenue, NW, Washington, DC, for inspection prior to making deliveries to any building within the Capitol Complex, including, but not limited to, the U.S. Capitol Building; the U.S. Botanic Garden; the Hart, Dirksen, and Russell Senate Office Buildings; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings; the Capitol Power Plant; the Capitol Visitors Center; and the U.S. Supreme Court and Thurgood Marshall Federal Judiciary Buildings.

(1) For deliveries requiring Mobile VACIS inspection, within seven calendar days or prior to the first delivery, the contractor shall provide the following information to the U.S. Capitol Police:

(i) List of drivers;

- (ii) Date of birth for each driver;
- (iii) Social Security Number of each driver;
- (iv) Vehicle make;
- (v) Vehicle model;
- (vi) License tag number and state where vehicle is licensed;
- (vii) Color of vehicle; and
- (viii) Contractor name, if shown on the vehicle.

(2) Information for deliveries made through the Mobile VACIS unit must be faxed to (202) 228-4313. For verification of receipt, the contractor may call (202) 224-9728.

(3) Updates to the above information for Mobile VACIS deliveries must be sent to the U.S. Capitol Police throughout the period of performance of the contract.

(c) *40 P Street SE inspection facility.* All other vehicles making deliveries to the above listed locations except for the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings and the U.S. Supreme Court shall utilize the off-site inspection and screening facilities at 40 P Street, SE, in compliance with instructions as provided elsewhere in this contract.

(End of clause)

END OF SECTION G

**SECTION I
CONTRACT CLAUSES**

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SECTION I CONTRACT CLAUSES

I.1 AOC52.202-1 DEFINITIONS (JUN 2004)

- (a) The term "head of the agency" as used herein means the Committee, Commission, or other authority of the Legislative Branch of the Government having final jurisdiction or supervision over the work involved. The term "other authority" as used in this paragraph includes the Contracting Officer in cases in which he has final jurisdiction or supervision over the work involved.
- (b) The term "Architect" as used herein means the Architect of the Capitol.
- (c) The term "Contracting Officer" as used herein means the Architect of the Capitol or his duly authorized representative.
- (d) The term "his duly authorized representative" as used herein means any person or persons or board authorized to act for the head of the agency within the scope of their authority.
- (e) Except as otherwise provided in this contract, the term "subcontracts" includes purchase orders placed for performance under this contract.

(End of clause)

I.2 AOC52.203-1 ADVERTISING/PROMOTIONAL MATERIALS (DEC 2005)

- (a) It is the policy of the Congress to discourage contractors providing services and supplies to the Legislative Branch entities, including the Architect of the Capitol, from advertising practices that feature the Capitol and Capitol Complex in a manner in which conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, or any Department, Agency or instrumentality thereof.
- (b) Contractors performing construction services for Legislative Branch entities, including the Architect of the Capitol, are discouraged from capitalizing on their contractual relationships with such entities and shall not engage in advertising practices which convey, or are reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, of any Department, Agency or instrumentality thereof. This includes utilizing, in conjunction with the fact of their contractual relationship, images of the Capitol, any other buildings in the Capitol Complex, or any part of the United States Capitol Grounds in their advertising or promotional materials; and/or publishing or disseminating the aforementioned advertising or promotional materials.
- (c) The Contractor, by signing this contract, agrees to comply with the foregoing and to submit any proposed advertising or promotional copy connected in any manner with this contract and/or the Capitol, other Capitol Complex Buildings, or the United States Capitol Grounds to the

(d) If this solicitation is for supplies or services, including construction, to be provided to or performed for the United States Supreme Court, the Contractor, by signing this contract, agrees that he or she will not advertise the award of the contract in his/her commercial advertising in such a manner as to state or imply that the Supreme Court of the United States endorses a product, project, or commercial line of endeavor.

I.3 AOC52.203-2 DISCLOSURE OF INFORMATION TO THE GENERAL PUBLIC (JUN 2004)

(b) “General public”, for purposes of this clause, are those groups or individuals who are not authorized by law or regulation to have access.

(c) This clause is not intended to prevent the contractor from providing contract information or data which the contractor is required to provide in order to conduct its business, such as insurance, banking, subcontracting.

(d) The contractor is permitted to request that proprietary information or data not be released if such release would harm or impair the contractor in conducting its normal business. Such request must be documented with clear and specific grounds for that claim.

I.4 AOC52.203-3 OFFICIALS NOT TO BENEFIT (NOV 2004)

No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

**I.5 AOC52.203-4 DISSEMINATION OF CONTRACT INFORMATION
(NOV 2004)**

Unless otherwise provided in this contract, the Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results of, conclusions made pursuant to, or performance under this contract without prior written consent of the Contracting Officer, until such time as the Government may have released such information to

the public.

(End of clause)

I.6 AOC52.203-5 CONFIDENTIALITY REQUIREMENT (NOV 2004)

The Contractor agrees that any information supplied by the Architect to the Contractor shall be considered confidential and/or proprietary, and agrees to hold such information in confidence. The Contractor further agrees not to disclose such information to a third party without the prior written consent of the Architect.

(End of clause)

I.7 AOC52.204-1 PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JUN 2004)

The Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied doubled-sided on recycled paper and meet minimum content standards when not using electronic commerce methods to submit information or data to the Government.

(End of clause)

I.8 AOC52.215-10 EXAMINATION OF RECORDS (JUN 2004)

(a) The Contractor agrees that the Architect of the Capitol or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any books, accounting procedures and practices documents, papers, records and other data regardless of whether such items are in written form, in the form of computer data or in any other form and other supporting evidence, involving transactions related to this contract or compliance with any clause or certification thereunder.

(b) The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that subcontractor agrees that the Architect of the Capitol or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, have access to and the right to examine books, documents, papers, records other data regardless of whether such items are in written form, in the form of computer data or in any other form, and other supporting evidence, involving transactions related to the subcontract or compliance with any clause or certification thereunder.

(c) The term “subcontract” as used in this clause excludes purchase orders not exceeding \$10,000.

(End of clause)

I.9 ORDERING PROCEDURES: (Applicable Only to Items 0x10 Through 0x14)

Acronyms Defined:

ADM - AO Administrative Services Division
AOC - Architect of the Capitol
CAS - Central Accounting System
DTR - Designated Tenant Representative
TMFJB - Thurgood Marshall Federal Judiciary Building
TPM - Contractor's Tenant Project Manager
USSC - US Sentencing Commission
FJC - Federal Judicial Center
JPML - Judicial Panel for Multi-District Litigation

Building Services:

For Building Service Requests identified in C.4.3.4 (Fixed), the process is as follows:

- Step 1** The tenants (identified in C.1 - Background) in the TMFJB send an email to the ADM/DTR Electronic Mailbox or call ADM/DTR staff to request service(s).
- Step 2** ADM/DTR reviews and forwards tenant requests electronically to the Contractor's mailbox.
- Step 3** Contractor performs requested service(s) or Contractor sends email to ADM/DTR explaining any delay in service performance.
- Step 4** Contractor sends email to ADM/DTR stating that work was completed on (date and time).
- Step 5** ADM/DTR logs email confirmation and contacts employee to verify satisfaction with Contractor's work.
- Step 6** If employee is not satisfied, ADM/DTR notifies Contractor of the problem for follow-up with employee.

NOTE: Contractor shall submit a weekly status report on service requests to COTR or DTR.

For Tenant Work Orders identified in C.4.3.5.4 (General - Reimbursable), the process is as follows:

- Step1** ADM/DTR initiates request for service(s) or receives request for service(s). The tenants send email to the ADM/DTR Electronic Mailbox or call ADM/DTR staff.
- Step 2** ADM/DTR submits a request for a cost estimate (RFCE).
- Step 3** Contractor submits proposal (including all subcontractor bids/proposals).

- Step 4** ADM/DTR reviews the proposal, and then generates and approves the CAS work order to request services.
- Step 5** COTR/DTR issues approved work order to Contractor to request work.
- Step 6** Contractor schedules the work with ADM/DTR.
- Step 7** Contractor schedules the punch list walkthrough with ADM/DTR and provide punch list to ADM//DTR.
- Step 8** Contractor sends email to ADM/DTR that the work was completed on (date and time).
- Step 9** Contractor submits invoice (referencing CAS work order number), including relative backup documentation such as, work order, subcontractors' invoices, etc., within 30 days after completion of work.

NOTE: Contractor shall submit a weekly status report on service requests to COTR and DTR.

For Tenant Work Orders identified in C.12 (Tenant Alterations and Construction Projects - Reimbursable), the process is as follows:

- Step 1** ADM/DTR submits a RFCE.
- Step 2** ADM/DTR through the TPM obtains cost estimate for A&E design services, including subcontractor(s) bid/proposal.
- Step 3** Contractor submits a proposal.
- Step 4** ADM/DTR reviews the proposal, generates and approves the CAS work order to request A&E design services.
- Step 5** COTR/DTR issues approved work order to Contractor to request work.
- Step 6** A&E design vendor submits construction documents to ADM/DTR. Upon request, ADM/DTR, through the TPM, may obtain cost estimates (with labor hours), for tenant alteration projects from A&E design vendor (for comparison purposes).
- Step 7** ADM/DTR submits a request for a cost estimate for the construction.
- Step 8** Contractor issues bid packages to construction firms to obtain competitive bids/proposals.
- Step 9** Contractor's TPM reviews bids/proposals for accuracy and completeness and compares them with the estimates (if any) received from A&E design vendor. Contractor's TPM submits the cost Estimate to A&E design vendor for comments

and comparison.

- Step 10** ADM/DTR through the TPM coordinates with vendor in negotiating a fair and reasonable price with construction firms.
- Step 11** Contractor submits proposal (including all subcontractor bids/proposals).
- Step 12** ADM/DTR reviews the proposal, and then generates and approves the CAS work order to request services.
- Step 13** COTR/DTR issues approved work order to Contractor to request work.
- Step 14** Contractor schedules the work with ADM/DTR.
- Step 15** ADM/DTR coordinates with Contractor's TPM, A&E design vendor, and construction firm throughout completion of the project (including updating schedules, construction administration progress until completion). Contractor's TPM prepares proposal per A&E design vendors for construction administration.
- Step 16** Contractor schedules the punch list walkthrough with ADM/DTR and provide punch list to ADM/DTR.
- Step 17** The Contractor's TPM shall ensure that all punch list items are completed to the satisfaction of ADM and tenant requesting the work. TPM shall obtain approval of punch list from ADM/DTR before occupancy and issue a project completion sheet for ADM/DTR signature.
- Step 18** Contractor submits invoice (referencing CAS work order number), including relative backup documentation such as, work orders, subcontractors invoices, etc., within 30 days after completion of work.

NOTE: ADM is the point-of-contact (POC) for any tenant alterations and construction projects for the following TMFJB services tenants: Cafeteria, TMFJB Child Development Center, Credit Union, Fitness Center, Health Unit, and Judiciary Conference Center. ADM is also the POC for **any tenant alterations and construction projects** for all other Tenant Agencies in the TMFJB.

Infrastructure Repair Orders Process identified in C.4.3.5.6, C.4.3.5.7, and C.5.4 (Reimbursable), the process is as follows:

- Step 1** Either the Contractor or Contracting Officer's Technical Representative can initiate a request for services. In the event services are considered Urgent or Emergency, the COTR may provide verbal approval for the work to be performed. Contractor to send an email regarding the verbal approval for record.
- Step 2** Contractor generates and issues a proposal order for repair service(s) to the TMFJB infrastructure and ADM issues a work order immediately.

Step 3 Contractor submits invoice (referencing CAS work order number), including relative backup documentation such as, work orders, subcontractors invoices, etc., within 30 days after completion of work for completed infrastructure repair orders, exceeding \$2,500, to the AO for payment. A copy of each invoice shall also be submitted by fax to the Architect at the Capitol, Accounting Division at 202-226-2580, and to the COTR at the same time.

Administrative Office of the U.S. Courts
Thurgood Marshall Federal Judiciary Building
AO Administrative Services Division
One Columbus Circle, N.E., Suite G-350
Washington, D.C. 20544

I.10 AOC52.216-6 UNDEFINITIZED CONTRACT ACTIONS (MAR 2005)

(a) In the event of an urgent situation, the services or supplies may be required on an emergency basis under an undefinitized contract action (emergency task/delivery order, contract modification, or letter contract). The undefinitized contract action may be either verbal, typed, or hand written, with the form of the undefinitized contract action dictated by the access the issuing Contracting Officer has to the AOC network or a computer. If issued verbally, the Contracting Officer shall provide a written confirming document to the location identified by the contractor within 5 calendar days after issuance of the verbal undefinitized contract action. If an undefinitized contract action is issued under an existing contract, the terms and conditions of the contract shall be in effect and automatically incorporated by reference under any undefinitized contract action issued.

(b) The scope of work as originally issued on the contract action will, of necessity, be somewhat broad and general in nature. It is to also be considered as a Notice to Proceed immediately with the work under the undefinitized contract action. An estimated amount for the work to be performed shall be obligated to ensure that reasonable funds are available for payment to the contractor, and an estimated completion date shall be identified on the undefinitized contract action. If the contractor believes the amount of funds obligated or time for completion as stated in the undefinitized contract action are unreasonable, within 30 calendar days after issuance of the written undefinitized contract action the contractor is responsible for notifying the Contracting Officer of this and providing a suggested amount of funds for obligation or time for completion. In no instance shall the contractor's suggested amount of funds for obligation or time for completion be considered as binding to the contractor or the Government in future negotiations. The Government can elect to use the contractor's suggested amount of funds or time for completion as an indication that some additional funds or time for completion may be required and obligated or adjusted, respectively, in order to ensure that reasonably adequate funds are available to pay the contractor for services performed or that the completion time is reasonable .

(c) Within a reasonable amount of time after the issuance of the undefinitized contract action but not later than an estimated 25% of the way through the completion of the work under the undefinitized contract action, an authorized representative of the contractor must meet, either in person or telephonically, with the Contracting Officer to further define the scope of work, negotiate the price, identify a final completion date, and address other activities necessary to definitize the

undefinitized contract action. This estimated 25% shall use the best information reasonably available and be based upon (1) an estimate of the amount of work completed relative to the original general scope of work or (2) the amount of payments made relative to the original amount obligated.

(d) Payments can be made from the original amount obligated, but the undefinitized contract action must be definitized before payments exceed 40% of funds originally obligated.

(e) If communications are disrupted to the degree that it is necessary to communicate with the Contracting Officer at their residence or through other devices that do not utilize AOC-owned equipment, i.e., the Contracting Officer's residential telephone line, home address, etc., the contractor shall treat the Contracting Officer's personal information as confidential and shall not divulge the information to any individual or organization, including but not limited to other AOC personnel, without the Contracting Officer's express written permission. If it becomes necessary for the Contracting Officer to communicate with the contractor through means other than the contractor's normal place of business, i.e., the contractor's residential telephone line or home address, the Contracting Officer shall not divulge the information to any individual or organization, including but not limited to other AOC or contractor personnel, without the contractor's express written permission.

(f) For the purposes of this clause, e-mail is considered express written permission.

(End of clause)

I.11 FAR 52.217-7 OPTION FOR INCREASED QUANTITY -- SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within ten days. Delivery of added items shall continue at the same rate the like items are called for under the contract, unless the parties otherwise agree.

(End of clause)

I.12 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

I.13 AOC52.219-1 UTILIZATION OF SMALL BUSINESS CONCERNS (AUG 2004)

(a) It is the policy of the Government as declared by the Congress that a fair proportion of the purchases and contracts for supplies and services for the Government be placed with all types of small business concerns as determined by the size standards in 13 CFR 121.

(b) The Contractor agrees to accomplish the maximum amount of subcontracting to all types of small business concerns that the Contractor finds to be consistent with the efficient performance of this contract.

(End of clause)

I.14 FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only;
It is not a Wage Determination*

Employee Class	Monetary Wage - Fringe Benefits
HVAC Mechanic, 23400 (WG-10)	\$22.15/hr.
1. FERS Benefit	\$3.54
2. Medicare	.33
3. Social Security	1.37
4. Thrift Savings Plan	1.11
5. Life	.11
6. Health	1.99
	<u>1.99</u>
	TOTAL \$30.61
General Maintenance, 23370 (WG-8)	\$19.80/hr
1. FERS Benefit	\$3.17
2. Medicare	.30
3. Social Security	1.23
4. Thrift Savings Plan	.99
5. Life	.10
6. Health	1.78
	<u>1.78</u>
	TOTAL \$27.36
Maintenance Helper, 23580 (WG-5)	\$15.59/hr
1. FERS Benefit	\$2.49
2. Medicare	.23
3. Social Security	.97

4.	Thrift Savings Plan	.78
5.	Life	.08
6.	Health	<u>1.40</u>
	TOTAL	\$21.55
Laborer, 11180 (WG-2)		\$11.26/hr
1.	FERS Benefit	\$1.80
2.	Medicare	.17
3.	Social Security	.70
4.	Thrift Savings Plan	.56
5.	Life	.06
6.	Health	<u>1.01</u>
	TOTAL	\$15.56
Guard I, 27101 (GS-4)		\$12.68/hr
1.	FERS Benefit	\$2.03
2.	Medicare	.19
3.	Social Security	.79
4.	Thrift Savings Plan	.63
5.	Life	.06
6.	Health	<u>1.14</u>
	TOTAL	\$17.52
Guard II, 27102 (GS-5)		\$14.18/hr
1.	FERS Benefit	\$2.27
2.	Medicare	.21
3.	Social Security	.88
4.	Thrift Savings Plan	.71
5.	Life	.07
6.	Health	<u>1.28</u>
	TOTAL	\$19.60
Heavy Equipment Mechanic, 23430 (WG-10)		\$22.15/hr
1.	FERS Benefit	\$3.54
2.	Medicare	.33
3.	Social Security	1.37
4.	Thrift Savings Plan	1.11
5.	Life	.11
6.	Health	<u>1.99</u>
	TOTAL	\$30.61
Janitor, 11150 (WG-2)		\$11.26/hr
1.	FERS Benefit	\$1.80
2.	Medicare	.17
3.	Social Security	.70
4.	Thrift Savings Plan	.56

5.	Life	.06
6.	Health	<u>1.01</u>
	TOTAL	\$15.56
General Clerk I, 01115 (GS-1)		\$9.21/hr
1.	FERS Benefit	\$1.47
2.	Medicare	.14
3.	Social Security	.57
4.	Thrift Savings Plan	.46
5.	Life	.05
6.	Health	<u>.83</u>
	TOTAL	\$12.72
General Clerk II, 01116 (GS-2)		\$10.35/hr
1.	FERS Benefit	\$1.66
2.	Medicare	.16
3.	Social Security	.64
4.	Thrift Savings Plan	.52
5.	Life	.05
6.	Health	<u>.93</u>
	TOTAL	\$14.30
Truck Driver, light truck, 31361 (WG-6)		\$17.03/hr
1.	FERS Benefit	\$2.72
2.	Medicare	.26
3.	Social Security	1.06
4.	Thrift Savings Plan	.85
5.	Life	.09
6.	Health	<u>1.53</u>
	TOTAL	\$23.54
Truck Driver, heavy truck, 31363 (WG-8)		\$19.80/hr
1.	FERS Benefit	\$3.17
2.	Medicare	.30
3.	Social Security	1.23
4.	Thrift Savings Plan	.99
5.	Life	.10
6.	Health	<u>1.78</u>
	TOTAL	\$27.36
Laundry, presser, 15160 (WG-2)		\$11.26/hr
1.	FERS Benefit	\$1.80
2.	Medicare	.17
3.	Social Security	.70
4.	Thrift Savings Plan	.56
5.	Life	<u>.06</u>

6.	Health		<u>1.01</u>
		TOTAL	\$15.56
Window Cleaner, 11360 (WG-3)			\$12.70/hr
1.	FERS Benefit		\$2.03
2.	Medicare		.19
3.	Social Security		.79
4.	Thrift Savings Plan		.64
5.	Life		.06
6.	Health		<u>1.14</u>
		TOTAL	\$17.55
Alarm Monitor, 27004 (GS-5)			\$14.18/hr
1.	FERS Benefit		\$2.27
2.	Medicare		.21
3.	Social Security		.88
4.	Thrift Savings Plan		.71
5.	Life		.07
6.	Health		<u>1.28</u>
		TOTAL	\$19.60
Recycling Worker, 99510 (WG-5)			\$15.59/hr
1.	FERS Benefit		\$2.49
2.	Medicare		.23
3.	Social Security		.97
4.	Thrift Savings Plan		.78
5.	Life		.08
6.	Health		<u>1.40</u>
		TOTAL	\$21.55
Electronics Technician, 23181 (WG-8)			\$19.80/hr
1.	FERS Benefit		\$3.17
2.	Medicare		.30
3.	Social Security		1.23
4.	Thrift Savings Plan		.99
5.	Life		.10
6.	Health		<u>1.78</u>
		TOTAL	\$27.36
Pest Controller, 11270 (WG-7)			\$18.48/hr
1.	FERS Benefit		\$2.96
2.	Medicare		.28
3.	Social Security		1.15
4.	Thrift Savings Plan		.92
5.	Life		.09
6.	Health		<u>1.66</u>

	TOTAL	\$25.54
Gardener, 11090 (WG-6)		\$17.03/hr
1. FERS Benefit		\$2.72
2. Medicare		.26
3. Social Security		1.06
4. Thrift Savings Plan		.85
5. Life		.09
6. Health		<u>1.53</u>
	TOTAL	\$23.54
Laborer, grounds maintenance, 11210 (WG-3)		\$12.70
1. FERS Benefit		\$2.03
2. Medicare		.19
3. Social Security		.79
4. Thrift Savings Plan		.64
5. Life		.06
6. Health		<u>1.14</u>
	TOTAL	\$17.55
Fire Alarm System Mechanic, 23290 (WG-10)		\$22.15/hr
1. FERS Benefit		\$3.54
2. Medicare		.33
3. Social Security		1.37
4. Thrift Savings Plan		1.11
5. Life		.11
6. Health		<u>1.99</u>
	TOTAL	\$30.61
Elevator Repairer, 23210 (WG-10)		\$22.15/hr
1. FERS Benefit		\$3.54
2. Medicare		.33
3. Social Security		1.37
4. Thrift Savings Plan		1.11
5. Life		.11
6. Health		<u>1.99</u>
	TOTAL	\$30.61
Elevator Repairer Helper, 23220 (WG-5)		\$15.59/hr
1. FERS Benefit		\$2.49
2. Medicare		.23
3. Social Security		.97
4. Thrift Savings Plan		.78
5. Life		.08
6. Health		<u>1.40</u>
	TOTAL	\$21.55

(End of clause)

I.15 AOC52.222-3 CONVICT LABOR (JUN 2004)

In connection with the performance of work under this contract the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, approved September 10, 1965, 18 U.S.C. 4082(c)(2).

(End of clause)

I.16 AOC52.222-4 OVERTIME WORK (AUG 2004)

No extra reimbursement will be allowed for work performed outside regular working hours or on Saturdays, Sundays, or holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, unless such work is authorized by the Contracting Officer; and provided such work is not otherwise required to be performed under the terms of the contract. If said authorization is verbal, with written verification thereof by signature of the Contracting Officer on the employee's weekly time record (see AOC52.232-2, Payments - Services or AOC52.232-3, Payments - Services Utilizing Time Records).

(End of clause)

I.17 AOC52.222-5 COLLECTIVE BARGAINING AGREEMENTS (JUN 2004)

The Contractor shall comply with the requirements of Paragraph 52.222-41(m), Service Contract Act of 1965, as amended, regarding collective bargaining agreements. The information required shall be FAXED to 202-225-3221 or hand carried to: Procurement Division, Room H2-263, Ford House Office Building, 2nd and "D" Streets, S.W., Washington, D.C. - 20515. The agreement can also be FEDEXed to the following address:

Architect of the Capitol
Procurement Division
Ford House Office Building
Attn: Mr. Patrick G. Hunt
Room H2-263
Second and "D" Streets, S.W.
Washington, DC 20515

(End of clause)

I.18 AOC52.223-4 TRANSMISSION OR POSTING OF DRAWINGS/SPECIFICATIONS (JUN 2004)

Due to security issues, the contractor is strictly prohibited from placing or transmitting drawings and specifications on the internet or modem without express permission from the Architect of the Capitol.

I.19 AOC52.223-9 ACCIDENT PREVENTION AND SAFETY AND HEALTH PROGRAMS (SEP 2004)

(a) The Contractor shall comply with the safety and health standards published in 41 C.F.R. Part 50-205, including any matters incorporated by reference therein.

(b) The Contractor shall also comply with the regulations issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970, as set forth in Title 29 of the Code of Federal Regulations.

(c) The Contractor shall bring to the attention of the Architect any work encountered that may involve entry into a suspected confined space as defined by OSHA. A determination will be made by the Architect, and if the area is deemed a permit required confined space, additional protective measures will be needed, per OSHA requirements.

(d) In the event that conditions on the site pose an imminent danger or threat to the Contractor's workers, the public, Government employees, other persons, or to Capitol complex structures and property of historical significance, the Contracting Officer can verbally order the Contractor to stop work operations in the specified area until said conditions are corrected to the Contracting Officer's satisfaction. The Contracting Officer shall promptly issue a written order to stop the work to the Contractor formalizing the specifics of the verbal stop work order.

(e) The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(End of clause)

I.20 AOC 52.228-2 INSURANCE - WORK ON A GOVERNMENT INSTALLATION (SEP 2004)

(a) The Contractor shall, at his own expense, provide and maintain during the entire performance of this contract at least the kinds and minimum amounts of insurance as required in this clause.

(b) Within twenty (20) calendar days after the date of contract award or before commencing work under this contract, whichever is earlier, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. A Certificate of Insurance evidencing the Contractor's compliance with the requirements of this clause, identifying all policies of insurance and sureties proposed for the provision of liability coverage pertinent to the work of the instant contract, including the endorsement required in this paragraph, and manually countersigned by an authorized representative of the insurance company shall be submitted in accordance with the time frame stated in this paragraph. All policies for liability protection, bodily injury, or property damage shall include the United States of America, acting by and through the Architect of the Capitol, as an additional insured with respect to operations under this contract. Each policy of insurance shall contain the following endorsement, which may be attached as a rider:

"It is understood and agreed that the Contractor's Insurance Company or surety shall notify the Architect of the Capitol, in writing, thirty (30) calendar days in advance of the effective date of any reduction in or cancellation of this policy."

(c) Insurance and required minimum liability limits are:

(1) Appropriate bodily injury and property damage liability insurance, with limits of not less than \$500,000 for each occurrence and \$2,000,000 for annual aggregate, including requirements for protection of hoisting and scaffolding operations, when applicable, and servicing areas adjacent to the building;

(2) Automobile bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property liability insurance, with a limit of not less than \$20,000 for each accident. A combined single limit for these coverages is acceptable; and/or

(3) Workmen's compensation insurance as required by the laws of (1) the District of Columbia for work performed on a Government site located in the District of Columbia; (2) the State of Maryland for work performed on a Government site located in Maryland; or (3) the Commonwealth of Virginia for work performed on a Government site located in Virginia.

(d) The Contractor shall insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a Government installation, and shall require subcontractors to provide and maintain the insurance required in this clause. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

**I.21 AOC52.228-4 INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
(JUN 2004)**

The Contractor agrees to indemnify and hold the Government harmless against any and all claims for damages to persons or property from any cause or causes whatsoever arising out of the performance of services covered by the contract; including, but not limited to, errors, omissions or negligent acts of the Contractor, but excluding active negligence of the Government, and against any and all costs, expenses, attorney's fees, and liability incurred by the Government in defending against such claims, whether the same proceed to judgement or not. In the prosecution of any successful claim or suit by the Government for the enforcement of this contract, the Contractor shall reimburse the Government for any reasonable attorney's fees and costs of claim or suit incurred by the Government.

(End of clause)

I.22 FAR 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

I.23 FAR 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are presently not available for performance under this contract beyond September 30, 2006. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2006, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

I.24 PAYMENTS

.1 Invoices for Monthly Services, Items 0x01 through 0x09; and for Infrastructure Repair Orders

- .1** Invoices shall be submitted to the following address. A copy of each invoice shall be submitted by fax to the Architect at the Capitol, Accounting Division at 202-226-2580, and to the COTR at the same time.

Administrative Office of the U.S. Courts
Thurgood Marshall Federal Judiciary Building
AO Administrative Services Division
One Columbus Circle, N.E., Suite G-350
Washington, D.C. 20544

- .2** Invoices shall be issued at the end of each month in which services are performed by the Contractor. Properly certified invoices ("Certified as accurate and complete") from a responsible authority/officer of the Contractor, shall be mailed, in triplicate, to the above address. Any questions or information concerning requirements for processing invoices shall be directed to the Accounting Officer at (202) 226-2552. Payment will be made on a monthly basis. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

- .1** Contract Number
- .2** Name, address and Taxpayer I.D. number of Contractor
- .3** Invoice Date
- .4** Period the payment covers
- .5** Amount by line item including quantity and unit pricing (see the article entitled "SCHEDULE OF ITEMS" in Section B)

- .3** Payments will be made directly to the Contractor's financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is invited to the requirements of the article entitled "MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT" in this section.

- .2 Properly certified ("Certified as accurate and complete") invoices (to include relative backup documentation such as, request for cost estimate and subcontractors invoices), from a responsible authority/officer of the Contractor, for Building Service Requests and Tenant Work Orders, covered under Items 0x10 through 0x14, shall be submitted to the following addresses:

- .1 Invoices pertaining to AO orders shall be submitted to:

Administrative Office of the U.S. Courts
Thurgood Marshall Federal Judiciary Building
AO Administrative Services Division
One Columbus Circle, N.E.
Suite G-350
Washington, D.C. 20544

- .2 **Properly certified ("Certified as accurate and complete") invoices (to include relative backup documentation such as, request for cost estimate and subcontractors invoices), from a responsible authority/officer of the Contractor, pertaining to other TMFJB Tenant Agency orders shall be submitted to the particular Tenant Agency address, which will be provided by the Designated Tenant Representative, or on the Tenant Agencies' first order placed.**

(End of clause)

I.25 PROCEEDS FROM THE SALE OF RECYCLABLE MATERIALS:

All proceeds generated from the sale of recyclable materials as stated in C.7.4 shall be submitted by a check payable to AOUSC (Fund 6855XX) to the following address:

Administrative Office of the U.S. Courts
Thurgood Marshall Federal Judiciary Building
Accounting and Financial Systems Division
One Columbus Circle, N.E.
Suite 5-300
Washington, D.C. 20544

I.26 AOC52.232-6 PAYMENT BY ELECTRONIC FUNDS TRANSFER - OTHER THAN CENTRAL CONTRACTOR REGISTRATION (JUN 2004)

(a) *Method of payment.* (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (d)).

(b) *Mandatory submission of Contractor's EFT information.* (1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (i) of this clause). The contractor shall provide this information directly to the office designated in paragraph (k) to receive that information (hereafter: "designated office") by three working days after notification of contract award. If not otherwise specified in this contract, the payment office is the designated office for receipt of the contractor's EFT information. If more than one designated office is named for the contract, the contractor shall provide a separate notice to each office. In the event that the EFT information changes, the contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the contractor provides EFT information applicable to multiple contracts, the contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) *Mechanisms for EFT payment.* The Government may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) *Suspension of payment.* (1) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated payment office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is implemented by the payment office.

(e) *Liability for uncompleted or erroneous transfers.* (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor-provided EFT information in the correct manner, the Government remains responsible for--

(i) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor's EFT information was incorrect at the time of Government release or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and --

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) *EFT and assignment of claims.* If the contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the contractor shall require as a condition of any such assignment that the assignee shall provide the EFT information required by paragraph (i) of this clause to the designated office and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the contractor. EFT information that shows the ultimate recipient of the transfer to be other than the contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of Paragraph (d) of this clause.

(g) *Liability for change of EFT information by financial agent.* The Government is not liable for errors resulting from changes to EFT information provided by the contractor's financial agent.

(h) *Payment information.* The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(i) *EFT Information.* The contractor shall provide the following information to the designated payment office. The contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause. The information required is as follows:

(1) The contract number;

(2) The contractor's name and remittance address as stated in the contract(s);

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the contractor's official authorized to provide this information;

(4) The name, address, and 9-digit Routing Transit Number of the contractor's financial

SECTION I

agent; and

(5) The contractor's account number and the type of account (checking, saving or lockbox).

(j) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (k) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (k). The Government need not use any EFT information sent to any office other than that designated in paragraph (k).

(k) Designated office:

Name:

Architect of the Capital
Accounting Division

Mailing Address:

2nd and D Streets SW
Ford House Office Building
Washington, DC 20515

Telephone:

(202) 226-2552

Facsimile:

(202) 225-7321

(End of clause)

I.27 AOC52.232-7 DISCOUNTS (AUG 2004)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday and, for work performed in the District of Columbia, Presidential Inauguration Day, when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

(End of clause)

I.28 AOC52.232-9 PAYMENT OF INTEREST ON CONTRACTOR CLAIMS

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(JUN 2004)

(a) If an appeal is filed by the Contractor from a final decision of the Contracting Officer under the Disputes paragraph of this contract, denying a claim arising under the contract, simple interest on the amount of the claim finally determined owed by the Government shall be payable to the Contractor. Such interest shall be at the rate determined by the Secretary of the Treasury pursuant to Public Law 92-41, 85 Stat. 97, from the date the Contractor furnishes to the Contracting Officer his written appeal under the Disputes paragraph of this contract, to the date of (1) a final judgement by a court of competent jurisdiction, or (2) mailing to the Contractor of a change order, or a supplemental agreement for execution either confirming completed negotiations between the parties or carrying out a decision of a contract appeals board.

(b) Notwithstanding Paragraph (a) above, (1) interest shall be applied only from the date payment was due, if such date is later than the filing of appeal, and (2) interest shall not be paid for any period of time that the Contracting Officer determines the Contractor has unduly delayed in pursuing his remedies before a board of contract appeals or a court of competent jurisdiction.

(End of clause)

I.29 AOC52.232-12 ASSIGNMENT - SUPPLEMENT (MAR 2005)

Neither the contract nor any interest therein shall be assigned. However, moneys due or to become due under the contract may be assigned in accordance with the provisions of FAR clause 52.232-23 ASSIGNMENT OF CLAIMS.

(End of clause)

I.30 AOC52.233-1 DISPUTES (JUN 2004)

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the head of the agency involved. The decision of the head of the agency or his duly authorized representative for the determination of such appeals shall be final and conclusive. This provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or his representative or board is alleged; **provided, however**, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this paragraph, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This paragraph does not preclude consideration of questions of law in connection with

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decisions provided for in Paragraph (a) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

(End of clause)

I.31 AOC52.233-2 CLAIMS FOR EQUITABLE ADJUSTMENTS - WAIVER AND RELEASE OF CLAIMS (JUN 2004)

(a) Whenever the Contractor submits a claim for equitable adjustment under any paragraph of this contract which provides for equitable adjustment of the contract, such claim shall include all types of adjustments in the total amounts to which the paragraph entitles the Contractor, including but not limited to adjustments arising out of delays or disruptions or both caused by such change. Except as the parties may otherwise expressly agree, the Contractor shall be deemed to have waived (1) any adjustments to which it otherwise might be entitled under the paragraph where such claims fail to request such adjustments, and (2) any increase in the amount of equitable adjustments additional to those requested in its claim.

(b) Further, the Contractor agrees that, if required by the Contracting Officer, he will execute a release, in form and substance satisfactory to the Contracting Officer, as part of the supplemental agreement setting forth the aforesaid equitable adjustment, and that such release shall discharge the Government, its officers, agents and employees, from any further claims, including but not limited to further claims arising out of delays or disruptions or both, caused by the aforesaid change.

(End of clause)

I.32 AOC52.233-4 DAMAGES FOR DELAY (NOV 2004)

(a) The Architect shall not be obligated or liable to the Contractor for, and the Contractor hereby expressly waives any claims against the Architect on account of, any damages, costs, or expenses, of any nature whatsoever, which the Contractor or his subcontractors at any tier may incur as a result of delays, interferences, disruptions, suspensions, changes in sequence or the like arising from or out of any act or omission of the Architect, it being understood and agreed that the Contractor's sole and exclusive remedy in such event shall be an extension of the contract time, but only in accordance with the provisions of the Contract Documents.

(b) To the extent that any other provision of this contract is inconsistent with the provisions of this article such other sections will be superseded hereby with respect to the issue of delay damages.

(End of clause)

I.33 AOC52.245-2 GOVERNMENT-FURNISHED PROPERTY (NOV 2004)

(a) For the purposes of this clause, Government-furnished "property" includes cell phones and telephones, personal digital assistants, computers (including laptops), electronic devices, services such as network access, tools, furnished space, storage, utilities, furnishings, equipment, and any other item or service provided by the AOC to the contractor.

(b) No AOC equipment or property can be provided under this contract unless specifically negotiated as part of the award price. If, after contract award, it becomes necessary or advisable to issue AOC property to the contractor, the contract price shall be reduced by a reasonable amount that reflects the price the contractor would pay if providing the property.

(c) The Contracting Officer's Technical Representative (COTR) for this contract is responsible for coordinating the issuance and return of Government-furnished property.

(d) Any Government-furnished property provided to the contractor for use during performance of this contract shall be issued to the contractor's representative and recorded on AOC Form 1423, AOC PROPERTY ISSUED TO CONTRACTORS. The contractor's representative shall be responsible for ensuring the proper care and use of the Government-furnished property, whether used by the contractor representative or another contractor employee. Government-furnished property provided by the AOC can be used only for the conduct of official business on behalf of the AOC. The contractor is specifically prohibited from using AOC-furnished property for personal use or to conduct operations that benefit other Government agency contracts or other contractor activities that do not directly support AOC contracts.

(e) All information technology property that requires interface or connection to the AOC network must be provided by the AOC. The use of non-AOC IT property that requires interface or connection to the AOC network is strictly prohibited.

(f) All contractor employees who require access to the AOC network or who are issued a personal digital assistant must complete and sign the "Non-disclosure Agreement for Contract Employees Conditional Access to Sensitive but Unclassified Information for The Architect of The Capitol" before access will be granted. The COTR is responsible for providing the non-disclosure agreements to the AOC Office of Information Resources Management.

(g) All Government-furnished property shall be returned by the contractor to the COTR in the same condition as issued, with allowances for wear and tear that occurs with reasonable care and use. Failure to return Government-furnished property or the return of Government-furnished property that has not been properly maintained and used may result in a reduction to the contract price that reflects the market replacement value of the property or the market price to repair or restore the property to its condition when issued to the contractor.

(End of clause)

I.34 FAR 52.246-20 WARRANTY OF SERVICES (MAY 2001)

(a) *Definition.* "Acceptance", as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or

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nonconformance to the Contractor within 30 days from the date of acceptance by the Government; of the materials and/or equipment for which services are herein required; one year from the date of acceptance of this service, shall state either --

(1) That the Contractor shall correct or reperform any defective or nonconforming services; or

(2) That the Government does not require correction or reperformance.

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

(End of clause)

I.35 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses: www.gsa.gov or www.govcon.com

<u>CLAUSE TITLE</u>	<u>DATE</u>	<u>FAR NUMBER</u>
GRATUITIES	APR 1984	52.203-3
COVENANT AGAINST CONTINGENT FEES	APR 1984	52.203-5
RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995	52.203-6
AUDITS AND RECORDS - NEGOTIATED	JUN 1999	52.215-2
EQUAL OPPORTUNITY	APR 2002	52.222-26
EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA AND OTHER ELIGIBLE VETERANS	DEC 2001	52.222-35
AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998	52.222-36
EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001	52.222-37
SERVICE CONTRACT ACT OF 1965, AS AMENDED	MAY 1989	52.222-41

DRUG-FREE WORKPLACE	MAY 2001	52.223-6
FEDERAL, STATE AND LOCAL TAXES	APR 2003	52.229-3
EXTRAS	APR 1984	52.232-11
ASSIGNMENT OF CLAIMS	JAN 1986	52.232-23
PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984	52.237-2
BANKRUPTCY	JULY 1995	52.242-13
CHANGES--FIXED-PRICE	AUG 1987	52.243-1
ALTERNATE I	APR 1984	
PERMITS, AUTHORITIES, OR FRANCHISES	JAN 1997	52.247-2
TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	MAY 2004	52.249-2
DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984	52.249-8

(End of clause)

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J.3	TMFJB Record Data	1
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J.5	TMFJB M-E-P Systems - Equipment List	5
J.6	Preventive Maintenance Guide Listing	5
J.7	List of Government Furnished Equipment	8
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J.15	Equipment List (a) - TMFJB Cafeteria	3
J.16	Equipment List (b) - FJC Auditorium and Classrooms	1
J.17	Equipment List (c) - Computer Center Training Rooms	1
J.18	Equipment List (d) - TMFJB Computer Centers	1
J.19	Security Camera System	1

J.20	Equipment List (f) - Child Development Center (CDC)	1
J.21	Payment Information Form, Ach Vendor Payment System	1
J.22	Request for Check of Criminal History Records (For Informational Purposes Only)	
J.23	Site Walkthrough Locations	1
J.24	Weekly Maintenance Worksheet	1
J.25	AOC Design Manual	

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SECTION K
REPRESENTATIONS, CERTIFICATIONS
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**SECTION K
REPRESENTATIONS, CERTIFICATIONS
AND OTHER STATEMENTS OF OFFERORS**

**K.1 FAR 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION
(APR 1985)**

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to –

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision

[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

K.2 FAR 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

_____ TIN: _____.

_____ TIN has been applied for.

_____ TIN is not required because:

_____ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the

United States and does not have an office or place of business or a fiscal paying agent in the United States;

_____ Offeror is an agency or instrumentality of a foreign government;

_____ Offeror is an agency or instrumentality of a Federal government;

(e) *Type of organization.*

_____ Sole proprietorship;

_____ Partnership;

_____ Corporate entity (not tax-exempt);

_____ Corporate entity (tax-exempt);

_____ Government entity (Federal, State, or local);

_____ Foreign government

_____ International organization per 26 CFR 1.6049-4;

_____ Other _____

(f) *Common Parent.*

_____ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

_____ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

**K.3 AOC52.204-2 DATA UNIVERSAL NUMBERING SYSTEM (DUNS)
NUMBER (JUN 2004)**

(a) The offeror shall enter, in the space provided below, the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contract Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name,
- (2) Company address;
- (3) Company telephone number;
- (4) Line of business;
- (5) Chief executive officer/key manager;
- (6) Date the company was started;
- (7) Number of people employed by the company; and
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(d) Enter DUNS number: _____.

(End of provision)

K.4 AOC52.204-3 REPRESENTATIONS AND CERTIFICATIONS (NOV 2004)

The offeror shall properly execute and submit with its offer the Representations and Certifications contained herein. Insert information in spaces provided as applicable.

(End of provision)

K.5 FAR 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its Principals –

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plan manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(c) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(d) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(e) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The certification in paragraph (a) of this provision is a material representation of fact upon

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REPRESENTATIONS, CERTIFICATIONS
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which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.6 AOC52.209-1 ORGANIZATIONAL AND PERSONAL CONFLICTS OF INTEREST (NOV 2004)

(a) The offeror and resultant contractor certifies that, to the best of the it's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5.

(b) Prior to commencement of any work, the contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the contractor may have.

(c) The offeror and resultant contractor agree to notify immediately the AOC Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

(d) If the contractor, under the terms of this contract or through the performance of work pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements of work are incorporated subsequently into an AOC solicitation, the contractor shall be ineligible to perform the work described in that solicitation as a prime contractor or subcontractor under an ensuing AOC contract.

(End of provision)

K.7 AOC52.215-8 AUTHORIZED NEGOTIATORS (JUN 2004)

The offeror represents that following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposal:

Name

Title

Telephone: _____

E-Mail: _____

Name

Title

Telephone: _____

E-Mail: _____

Name

Title

Telephone: _____

E-Mail: _____

(End of provision)

END OF SECTION K

SECTION L
**INSTRUCTIONS, CONDITIONS,
AND NOTICES TO OFFERORS**

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SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 PRE-PROPOSAL MEETING AND SITE VISIT

L.1.1 It is strongly recommended that all prospective offerors visit the site where the work is to be performed, compare the work requirements with existing conditions, verify dimensions, if necessary, and fully inform themselves regarding the nature and scope of the proposed work and the conditions under which it will be conducted. Failure to take these precautions will in no way relieve the successful offeror from the obligation to furnish all materials, services, labor, and any other requirements necessary to complete the work satisfactorily under the conditions established by the contract documents and without additional expense to the Government.

L.1.1.1 A pre-proposal meeting will be conducted at the **Thurgood Marshall Federal Judiciary Building, Federal Judiciary Center Auditorium, Room C416**, Washington, D.C. for all prospective offerors on **May 11, 2006 from 1:00 pm until approximately 3:00 pm, local time.**

L.1.1.2 The Government will conduct a building survey(s) following the pre-proposal meeting. Those intending to participate shall meet at the address above. Information concerning the meeting may be obtained by telephoning **Linda Round at 202-502-2087**. Depending on the number of firms requesting to attend a building survey, it may be necessary to conduct the survey in multiple groups with some groups on later days. Participation in the building survey will be limited to three persons per firm. **The name and title of each individual of the firm that will be attending the site visit shall be provided via e-mail to Linda.Round@ao.uscourts.gov by noon on Monday April 24, 2006**, for proper clearance into the TMFJB. The planned agenda for the building survey is shown in the attachment listed in Section J as "TMFJB Site Walkthru".

L.1.1.3 Offerors are encouraged to **submit all questions via e-mail to Mr. Patrick G. Hunt at phunt@aoc.gov by NOON on May 8, 2006**. Questions will be considered at any time prior to or during the conference. Subsequent to the conference, an amendment to the solicitation containing an abstract of the questions and answers, and a list of attendees, will be disseminated.

L.1.1.4 Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

L.1.1.5 **Record Data:** The data listed in Attachment 3 will be available for review by potential offerors in room C726 of the TMFJB. Those wishing to review the data must make arrangements to gain access to the room by calling **Linda Round at 202-502-2087 or Beverly Ruffin at 202-502-1222**.

SECTION L

INSTRUCTION/CONDITIONS, AND NOTICES TO OFFERORS

L.2 EXPLANATION TO PROSPECTIVE PROPOSERS

L.2.1 Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions given before the award of a contract will not be binding. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors.

L.3 FORMAT AND INSTRUCTIONS FOR PROPOSALS

- (a) The Proposal submitted in response to this solicitation will be formatted as follows. The offeror shall furnish one original and three (3) identical copies of Volume I, one original and six (6) identical copies of Volume II, one original and six (6) identical copies of Volume III and the attachments (unless specified otherwise). The original and all copies must be carefully proofread and collated, and the original copy must have an original signature and be labeled "original" on the cover. Offerors shall submit their proposal in three-ring binders with tabs to separate each of the major parts. Each volume shall be separately bound and include a table of contents. A cover letter may accompany the Proposal to set forth any information that the offeror wishes to bring to the attention of the Government.
- (b) The "Solicitation, Offer, and Award" form, completed and signed by the offeror, constitutes the offeror's acceptance of the terms and conditions of this solicitation. Therefore, the form must be executed by a representative of the offeror who is authorized to commit the offeror to contractual obligations.
- (c) Offerors must thoroughly examine and follow the entire contents of each section of the solicitation document, without exception. Failure to do so shall be at the offeror's own risk.
- (d) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the "Solicitation, Offer, and Award" form, block 15, and fill in all blocks of Section K as required. Erasures or other changes must be initialed by the individual signing the offer. Offers signed by an agent are to be accompanied by evidence of the agent's authority.
- (e) The Government **shall not** pay any offeror for preparation of its offer.
- (f) Responses to requirements shall be concise and directly address the requirement statement, and be legible in all required copies. Foldout pages are allowed for figures and tables, but the use of foldouts for text is prohibited. The proposal shall be provided on 8.5 inch by 11 inch paper using 10 to 12 pitch type at no more than 60 lines of type per page.
- (g) Manuals, brochures and pamphlets shall be used for supplementary information. The responses to requirements shall not consist of only a reference to accompanying manuals, brochures and pamphlets.

L.3.1 VOLUME I - BUSINESS MANAGEMENT

This volume of the proposal shall be submitted in an **original and three (3) copies** and consist of Sections A and K of the solicitation document and the completed “Payment Information Form, ACH Vendor Payment System”.

L.3.1.1 Section A - Cover Sheet

Blocks 10, 11, 12, 13, 14, and 16, of page 1 of the "Solicitation, Offer, and Award" form will be completed by offeror and Block 15 shall be signed to show that the offeror has read and agrees to comply with all the conditions and instructions provided in the solicitation document.

L.3.1.2 Section K - Representations, Certifications, and Other Statements of Offeror

The offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the Solicitation Document and resubmit the full section as part of Volume I of the Proposal.

L.3.2 VOLUME II - TECHNICAL PROPOSAL

It is imperative that in presenting the capabilities of your firm and personnel who are to be assigned to the work, that the information submitted be complete and detailed, spelling out clearly the relevant specialized professional competence that the firm and the individuals possess, their academic and training background, representative accomplishments, credentials, and work experience (with company and supervisors' names and telephone numbers) pertinent to the proposal.

The information set forth in this Section L is required to insure that offerors have fully indicated their understanding of the Government's requirement. Failure to furnish full and complete information requested may cause an offer to be determined unacceptable.

L.3.2.1 Format and Instructions for Technical Proposals

The Technical Proposal shall be submitted in an **original and six (6) copies** and in five sections under separate tabs:

- | | |
|---------|--|
| Tab A – | Response to the minimum mandatory requirements described in Section C. |
| Tab B – | Technical Excellence. |
| Tab C – | On-site Management Plans |
| Tab D – | Qualifications and past contractual experience of the offeror. |
| Tab E – | Qualifications and experience of the proposed on-site personnel |

L.3.2.1.1 Tab A – Response to minimum mandatory requirements

This Tab of the Proposal shall clearly indicate the offeror’s compliance with requirements of the RFP by paragraph number, i.e., paragraph C.2, C.3.1, C.3.2, C.3.2.1, C.3.2.2, C.3.2.3, C.3.2.4, C.3.2.5, C.3.3, C.3.4, C.3.5 C.3.5.1, C.3.5.1.1, C.3.5.2, etc.

In order to have an acceptable proposal, the offeror must respond to each paragraph of Section C of the Solicitation Document in the order presented in the request for proposals, to include responses to the subparagraphs therein, including any amendments thereto, and a detailed statement describing the offeror's

ability to meet each of the requirements, descriptions of planned approaches, schedules, and supporting reference(s) which substantiate the claim must be provided.

In addition to determining the compliance with the minimum mandatory requirements in Section C, the government will use the responses to evaluate technical excellence in the best value determination. Responses to Section C requirements will be evaluated to determine the degree to which the offeror's responses provide value and/or capability and/or reduce risk.

To achieve the best possible technical excellence rating the offeror's responses should include: discussions on mechanisms which offer enhanced value and/or capability and/or which reduce performance risk. The response should clearly highlight such areas and indicate why the offeror believes these areas offer enhanced value and/or capability and/or reduce performance risk. This information shall be summarized under Tab B.

Additionally, the offeror's responses may be used during the evaluation of the on-site management plan factor which is identified under Tab C below.

For each numbered or lettered detailed requirement, the offeror must:

- o Restate the entire requirement in BOLD typeface with its associated reference number/letter verbatim to what is stated in the solicitation. In the event of any variance or discrepancy in the offeror's restatement of the government's Section C requirements, the original solicitation language, as amended, shall prevail;
- o Provide a detailed statement describing the ability of the offeror to meet the requirement including, descriptions of planned approaches and schedules;
- o Provide a detailed statement describing mechanisms, if any, which offer enhanced value and/or capability and/or which reduce performance risk. Include why the offeror believes these areas offer enhanced value and/or capability and/or reduce performance risk; and
- o Provide full supporting reference(s) to documentation with which to substantiate the offeror's claim, when applicable. All references shall include page and paragraph citations.

The required organization and format of offeror proposal response s is illustrated below:

Example

C.5.6.5.2 Operation After Emergencies

The contractor shall ensure operation of all elevators and related equipment at the conclusion of any emergencies such as, but not limited to, fires, fire drills, accident and rescue operations, strikes, civil disturbances, natural disasters, utility service outages, military contingency operations, etc.

Response: [offeror's response] The offeror shall indicate concurrence with the requirement and provide in narrative form the offeror's understanding of this requirement and details of how the requirement will be accomplished.

Reference(s): [XYZ] manual, Page 23, Para. 3, Emergency Operating Plan

Some of the requirements in Section C may not require substantiation through reference to technical documentation or manuals. For these requirements, the offeror shall state "N/A" (not applicable) in the Reference(s) block.

Offerors are reminded that no price data associated with meeting the requirements of this solicitation shall be included in the technical proposal. All such pricing data shall be placed in Volume III, Price Proposal.

L.3.2.1.2 Tab B – Technical Excellence

The offeror shall provide narrative which guides the evaluators to areas in Tab A which the offeror believes offer the government enhanced value and/or lower risk. This information may be displayed in the form of a table which cross-references the benefit offered to the associated area in the request for proposals.

L.3.2.1.3 Tab C – On-Site Management Plans

The offeror shall provide detailed information on all on-site management plan information. The actual full plans are not required, but the offeror shall provide information in sufficient detail to convince the government that the offeror fully understands the requirement and will be able to perform. Information may be provided in the form of draft plans, outlines, diagrams, and/or narratives which, at a minimum, addresses the following:

1. On-site Management Structure – The offeror's response must address the on-site organization the offeror proposes to put in place to perform on-site management and maintenance of this contract including the offeror's chain of command, points-of-contact, problem notification procedures and problem response times, problem escalation procedures, and any other processes or procedures the offeror has in place to facilitate the contract. The offeror shall provide a narrative describing the management approach for accomplishing the work identified in Section C of the RFP, including roles played by any subcontractors proposed in accomplishing the work. This shall include a discussion of the available on-site organizational support such as computers, accounting, printing, communications, etc.
2. On-site Staffing Plan – The offeror's response must address the personnel resources the offeror intends to apply to this contract and how the offeror will ensure the contract continues to be adequately staffed. This plan shall address the proposed core work force responsible for responding to requests for building services as described in paragraph C.4.3 and related subparagraphs. Section G of this RFP provides information on the key and non-key personnel resources required.
3. Preventive Maintenance Plans – The offeror's response must address the requirements of paragraph C.5.3 and related subparagraphs, and at the minimum, shall describe the way in which the offeror intends to ensure continued operation of all building equipment and systems, and cyclical refurbishment of non-mechanical components of the building, such as walls, doors, carpets, etc.
4. Building Service Quality Control Plan – The offeror's response must address the requirements of paragraph C.4.6 and related subparagraphs and at the minimum, shall discuss the policies and procedures for ensuring an ongoing review of the building services and shall describe the methods for inspecting, evaluating the overall quality in the delivery of service, ensuring tenant satisfaction. This discussion shall include how often inspections, evaluations, and quality control checks will

occur.

5. Service Requests Management Planning – The offeror’s response must address the requirements of paragraph C.4.3 and related subparagraphs, and at the minimum, shall discuss the policies and procedures for managing service calls and work orders including the methods for tenant representatives and the AOC to interface with the service requests and work order tracking process.
6. Emergency Operating Plan – The offeror’s response must address the requirements of paragraph C.4.4 and related subparagraphs, and at a minimum, shall discuss the policies and procedures for ensuring building operation and safety during adverse weather conditions, periods of civil unrest, or when the building is damaged by fire, flood, or power failures, etc.
7. Phase-In/Phase-Out Planning - The offeror’s response must address the requirements of paragraph C.3.5 and related subparagraphs, and at the minimum, shall discuss the policies and procedures for ensuring a successful contractor transition and start up.

L.3.2.1.4 Tab D – Qualifications and Past Contractual Experience of the Offeror

The offeror shall provide narrative describing the qualifications and experience of the offeror (as a firm) and any proposed subcontractors in performing tasks similar to the work described in Section C of the RFP. The following information shall be provided:

1. Corporate structure which supports the contract
2. Corporate Plan for interfacing with on-site management, subcontractors, and tenants
3. Problem escalation procedures at the corporate level (includes response times to issues)
4. Corporate experience in managing and performing services relevant to the work identified in Section C
5. Experience of proposed subcontractors in performing services relevant to the work identified in Section C
6. Information obtained from references related to past performance

Up to three references of relevant past contractual experience must be provided. Relevant past contractual experience is experience directly related to the type of work identified in Section C, for buildings of similar size and quality, which was performed directly by the offeror or by subcontractors.

The offeror shall submit a description of its and any subcontractors previous federal government or commercial projects/contracts which have been in performance during the past five (5) years (from the date of proposal submission). These projects/contracts must be relevant to the services discussed in Section C of this solicitation document. Each offeror must submit this information for up to three (3) such projects/contracts which have been in performance during the past five (5) years, and each of the projects must have been ongoing for a minimum of six (6) months as of date of proposal submission. Each of the projects/contracts must have been for a different building and for a different government agency. If for corporate clients, no two projects/contracts can be for the same company.

(Note: Project/contract information to be evaluated for past performance must have been performed by the offering company, either as the contractor or as a subcontractor. An offering company may also include project/contract information for proposed subcontractors provided the offeror includes with its proposal a letter of intent signed by officers of each company who are authorized to make commitments for the company, which clearly states that if the offeror is awarded a contract under this solicitation, the proposed subcontractor will perform on the contract as a subcontractor to the offeror for the duration of the contract. Project/contract information on projects/contracts performed by current employees when they were employed by another company will not be considered for this evaluation.)

The description for each project/contract shall include the information cited above and the following:

- Identify in specific detail for each previous project/contract listed, why or how you consider that effort relevant or similar to the effort required by this solicitation;
- Government or commercial contracting activity, address, and telephone number;
- Procuring Contracting Officer's name and telephone number;
- Government or commercial contracting activity technical representative, or COTR, and telephone number;
- Government or commercial contract administration activity, and the name and telephone number of the Administrative Contracting Officer;
- Contract number.
- Contract award date;
- Contract type;
- Awarded price/cost;
- Final, or projected final, price/cost;
- Original delivery schedule;
- Final or projected final, delivery schedule;
- A narrative explanation on each previous project/contract listed describing the size of the building, objectives achieved and any cost growth or schedule delays encountered. For any government contracts which did not/do not meet original requirements with regard to either cost, schedule, or technical performance, a brief explanation of the reason(s) for such shortcomings and any demonstrated corrective actions taken to avoid recurrence. The offeror shall also provide a copy of any cure notices or show cause letters received on each previous contract(s) listed and a description of any corrective action by the offeror or proposed subcontractor.
- A table or chart which cross-references the type of work performed on the contract with the requirements identified in section C of the request for proposals.

The offeror shall also provide the above required information for any and all contracts it has had terminated in whole or in part, during the past three (3) years, to include those currently in the process of such termination as well as those which are not similar to the proposed effort. Also, for each terminated contract, the offeror shall list each time the delivery schedule was revised and provide an explanation of why the revision was necessary.

(NOTE: Offerors are reminded that both independent data and data provided by offerors in their proposals may be used to evaluate offeror past performance. Since the Government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The Government does not assume the duty to search for data to cure problems it finds in proposals. The burden of providing thorough and complete past

performance information remains with the offerors. The Government reserves the right to obtain and utilize data available in the Dun & Bradstreet Supplier Performance Review and Supplier Evaluation Report.)

L.3.2.1.5 Tab E – Qualifications and Experience of the Proposed On-site Personnel

The offeror shall provide narratives describing the qualifications and experience of the key personnel in managing and performing services relevant to the work identified in Section C. **The narratives should cross reference the skills, education and experience of the proposed key personnel, as described in their resumes, to the requirements of Section C, and the descriptions of duties and desired and minimum qualifications set forth in Article H.9.4. The narratives and resumes must provide convincing evidence that the proposed key personnel possess the skills and experience to perform the requirements of Section C.** Additionally, the offeror shall provide a listing of all job categories of non-key personnel that will be required to accomplish the work identified in Section C with the number of personnel in each job category and a position description of each category.

- (1) Qualifications and Experience of key personnel in managing and performing services relevant to the work identified in Section C:
 - a. Property Manager – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed property manager in managing work similar to that described in Section C of the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the project manager as it relates to Section H, paragraph H.9 shall be provided.
 - b. On-site Operations and Maintenance Supervisor (Chief Engineer) – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed Chief Engineer in managing work similar to that described in Section C.5 of the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the Chief Engineer as it relates to Section H, paragraph H.9 shall be provided.
 - c. On-site Electrician – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed Electrician in managing and all electrical work requirements described in the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the Electrician as it relates to Section H, paragraph H.9 shall be provided.
 - d. Custodial Supervisor – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed Custodial Supervisor in managing work similar to that described in Section C.6 and C.7 of the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the Custodial Supervisor as it relates to Section H, paragraph H.9 shall be provided.
 - e. Tenant Project Manager – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed Tenant Project Manager in managing work similar to that described in Section C.12 of the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the Tenant Project Coordinator as it relates to Section H, paragraph H.9 shall be provided.

- f. On-site Security Manager – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed On-site Security Manager in managing work similar to that described in Section C.13 of the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the On-site Security Manager as it relates to Section H, paragraph H.9 shall be provided.
- g. Lead Security Officers – The offeror shall provide a narrative describing the qualifications and experience of the offeror’s proposed Lead Security Officers in managing work similar to that described in Section C.13 of the RFP and how that experience relates with the work requirements. A resume which addresses the experience and education of the Lead Security Officers as it relates to Section H, paragraph H.9 shall be provided.

Individual resumes shall include the following:

- Full name.
- Title
- Education (including degrees awarded, field of study, location, and year).
- Chronological work experience that substantiates by involvement and duration the skill positions and services that they are being proposed for, including company name and phone number of immediate supervisor for each.
- A brief narrative relating the qualifications and experience in managing and performing services relevant to the effort required in Section C.
- Affiliations with professional organizations.
- Individual’s relevant licenses and certifications.
- A dated and signed statement by the individual certifying that the information of the resume is true and accurate.

L.3.3 VOLUME III - PRICE PROPOSAL

This volume of the Proposal shall be submitted in an **original and four (4) copies** and consist of all the pricing information as required in Section B.

L.3.3.1 Mandatory Contents of Price Proposal

This part of the Proposal shall consist of three sections. All information regarding prices, including pricing tables, shall be logically enclosed in this volume. Offerors are required to submit their completed price proposals consisting of the following items under the tabs indicated:

L.3.3.1.1 Tab A - Price Tables

In this section of the Proposal, the offeror is required to submit a response to the Price Tables contained in Section B of the Solicitation Document. These Price Tables must contain all the costs pertinent to the required services.

(a) The Schedule of Items shown in Section B.4 is in a Microsoft Excel 97 spreadsheet file.

(b) In the Price Proposal, the offeror **must submit all basic price data on electronic media in the format set forth in the Government supplied Microsoft Excel 97 spreadsheet file**. The electronic copy

of this portion of the Price Proposal shall be submitted on a CD-ROM. Only one CD-ROM is required.

(1) The offeror shall **also submit** as part of its proposal, a **printed copy of the Spreadsheet**. This should be printed from the CD-ROM that is submitted as part of the proposal. In case of a discrepancy between the printed copy and the electronic copy of the proposed prices, the electronic copy will be presumed to be correct.

(c) Offerors must **enter the following data** in the Government supplied Microsoft Excel 97 spreadsheet and submit the completed spreadsheet as part of their bid.

(1) The **name of the entity** submitting the proposal in the cell at the top of the spreadsheet labeled "Offeror's Name".

(2) The **date of their offer** in the cell at the top of the spreadsheet labeled "Date:".

(3) **Unit prices only for all contract line items and subline items for all years** as indicated in the schedule. **Do NOT enter any data in the Total Price columns** of the Excel spreadsheet. The spreadsheet will automatically calculate the amounts, subtotals and totals. If there is no price associated with an item, N/C (No Charge) shall be inserted in the unit price columns. In the event there is a discrepancy between a unit price and the extended total amount, the unit price will be held to be the intended offer, and the totals will be re-computed accordingly.

(d) If an offeror finds a need for additional rates or labor categories in Items 0x11 or 0x12, they should add subline items for those rates or labor categories. Rows should be added to the spreadsheet above the affected subtotal for this purpose. In such cases, the offeror shall either apportion the Government's estimated man hours among the various related proposed rates in accordance with the offeror's best estimate of what is typically required, or propose additional man hours. Any proposed additional man hours should be proportional to the Government's estimated man hours for the related labor categories. The proposal must include a narrative description of added subline items and the detailed rationale for any additional and/or apportioned man hours. The Government will review the rationale for the proposed apportionment and will evaluate the price proposal using man hours or composite rates that we determine to be the most realistic.

(e) Offerors must NOT make any changes to the Government supplied Microsoft Excel 97 spreadsheet other than those required or allowed in paragraphs (c) and (d) above. Offerors must NOT change ANY data in any cell of the Government supplied Microsoft Excel 97 spreadsheet except as authorized in paragraphs (c) and (d) above.

(f) For pricing purposes, offerors should **assume a contract award date of August 31, 2006**.

(g) CLIN 0013, with the estimated direct material costs amount provided, shall be included in each offeror's proposed price and is for evaluation purposes only. This figure is already entered in the Government furnished Microsoft Excel 97 spreadsheet file.

(h) Separate Firm-Fixed-Prices shall be submitted for the base year and all of the four option years. All pricing shall be fully burdened and shall include all general, administrative and overhead expenses, and profit.

L.3.3.1.2 Tab B - List of Subcontractors

- (a) Each offeror shall provide a list of all proposed subcontractors including
- Company name and address
 - Point of contact and phone number
 - Brief description of the work that the subcontractor will perform including references to the applicable paragraphs in Section C
 - CLIN(s) that subcontractor will perform under
 - Amount of proposed subcontract

L.3.3.1.3 Tab C - Assumptions, Conditions, or Exceptions

The offeror must submit under this section, all (if any) assumptions, conditions, or exceptions upon which the Contractual and Price Part of this proposal is based.

L3.3.2 Detailed Price and Cost Data

The Government reserves the right to require more detailed Price and Cost Data after the submission of proposals if the Government determines that such data is needed to facilitate evaluation of either technical or price proposals. Each offeror should maintain and be prepared to submit Price and Cost data in detail and format similar to that required with Standard Form SF 1411, Contract Pricing Proposal Cover Sheet. Such data, if required, might include direct labor hours broken out by labor category, direct labor rates, other direct costs, overhead amounts / rates, general and administrative expense (G&A) amounts / rates, and proposed profit. If any such detailed price and cost data is required, it will be requested in writing by the Contracting Officer.

L.4 AMENDMENTS TO REQUEST FOR PROPOSALS

L.4.1 If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

L.4.2 Offerors shall acknowledge receipt of any amendment to this solicitation by:

L.4.2.1 signing and returning the amendment,

L.4.2.2 identifying the amendment number and date in the space provided for this purpose on the form for submitting a proposal,

L.4.2.3 letter or telegram, or

L.4.2.4 facsimile, if facsimile proposals are authorized in the solicitation.

The Government must receive the acknowledgment by the time and at the place specified for receipt of proposals.

L.5 FAILURE TO SUBMIT PROPOSAL

L.5.1 Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the issuing office that future solicitations are

desired, the recipient's name **will** be removed from the applicable mailing list.

L.6 SUBMISSION OF PROPOSALS

L.6.1 Proposals and proposal modifications sent through the U.S. Postal Service are to be addressed to and submitted directly to the following office:

Administrative Office of the United States Courts
Office of Internal Services
Administrative Services Division
1 Columbus Circle, N. E. Suite G-350
Washington, D.C. 20544 (or 20002 if hand carried)
Attn.: Linda L. Round

or, if hand carried by any courier service, including Federal Express, or UPS, address as shown above, deliver to:

Administrative Office of the United States Courts
Administrative Services Division, Suite G-350
Thurgood Marshall Federal Judiciary Building
1 Columbus Circle, NE
Washington, DC 20002

Note change in Zip Code. Do not deliver proposals to the Administrative Office of the United States Courts mail room. Deliveries by other than U.S. Mail must be made to Suite G-350, through the F Street loading dock of the Thurgood Marshall Federal Judiciary Building.

L.6.2 Upon arrival, time must be allowed for security procedures. The Administrative Services Division must be called (202-502-1220) from the loading dock for package pickup. A half-hour lead-time is recommended for this process.

L.6.3 Offerors shall affix to the outside mailing envelope, label, or mailing box, their names and return addresses and a notification that the mailing envelope or box contains a proposal. Include the solicitation number, date, and time the proposal is due.

L.6.4 Telegraphic proposals will not be considered unless authorized by the solicitation; however, proposals may be modified or withdrawn by written or telegraphic notice.

L.6.4 Facsimile proposals, modifications, or withdrawals, will not be considered unless authorized by the solicitation.

L.6.5 Proposals submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

L.7 LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWAL OF BIDS FAR 52.214-7 (NOV 1999)

L.7.1 Offerors are responsible for submitting bids, and any modifications or withdrawals, so as to reach the Government office designated in the invitation for bids (IFB) by the time specified in the IFB. If no time is specified in the IFB, the time for receipt is 4:30 p.m. local time, for the designated Government office on the date that bids are due.

L.7.2 Any bid, modification, or withdrawal received at the Government office designated in the IFB after the exact time specified for receipt of bids is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late bid would no unduly delay the acquisition, and-

L.7.2.1 If it was transmitted through an electronic commerce method authorized by the IFB, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of bids, or

L.7.2.2 There is acceptable evidence to establish that it was received at the Government installation designated for receipt of bids and was under the Government’s control prior to the time set for receipt of bids.

L.7.3 However, a late modification of an otherwise successful bid that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

L.7.4 Acceptable evidence to establish the date of receipt at the Government installation includes the time/date stamp of that installation on the bid wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

L.7.5 If an emergency or unanticipated event interrupts normal Government processes so that bids cannot be received at the Government office designated for receipt of bids by the exact time specified in the IFB and urgent Government requirements preclude amendment of the IFB, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

L.7.6 Bids may be withdrawn by written notice received at any time before the exact time set for receipt of bids. If the IFB authorizes facsimile bids, bids may be withdrawn via facsimile received at any time before the exact time set for receipt of bids, subject to the conditions specified in the provision at 52.214-31, Facsimile Bids. A bid may be withdrawn in person by a offeror or its authorized representative if, before the exact time set for receipt of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

L.8 SUBMISSION OF ELECTRONIC FUNDS TRANSFER INFORMATION WITH OFFER (AOC) (MAY 99)

L.8.1 The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under Article G.1.

L.8.1.1 The solicitation number

L.8.1.2 The offeror’s name and remittance address, as stated in the bid.

L.8.1.3 The signature (manual or electronic as appropriate) title, and telephone number of the Offeror's official authorized to provide this information.

L.8.1.4 The name, address, and 9-digit Routing Transmit Number of the offeror's financial agent.

L.8.1.5 The offeror's account number and the type of account (checking, savings, or lockbox).

L.9 MINIMUM BID ACCEPTANCE PERIOD

L.9.1 Offers submitted in response to this RFP must be valid and binding for a period of at least 120 calendar days.

END OF SECTION L

SECTION M
EVALUATION FACTORS FOR AWARD

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SECTION M

EVALUATION FACTORS FOR AWARD

M.1 EVALUATION PROCESS

M.1.1 EVALUATION OF PROPOSALS

M.1.1.1 General

This procurement is being conducted using formal source selection procedures, and contract award will be made to the Offeror whose proposal conforms to the solicitation, and is determined to be most advantageous to the Government in accordance with the requirements stated below.

The evaluation will be conducted using the evaluation procedures and criteria as set forth in this Section. The Government reserves the right to determine the specific order and duration of individual activities as the evaluation proceeds, or call for discussions, proposal clarifications, or revisions at any time as may be determined to be in the Government's best interests. However, each initial offer should contain the Offeror's best terms from a technical/management/price standpoint. Proposal clarification/revision requests may be issued which encompass any and all written documentation submitted in response to the RFP as may be deemed necessary by the Contracting Officer to fully explore and evaluate the merits of proposals submitted.

Any award resulting from this solicitation will be made to the responsible Offeror whose proposal is determined to offer the best overall value to the Government. This will be determined by comparing differences in the value of the offerors' technical and management excellence and price ratings. In making these comparisons, the Government is more concerned with obtaining superior technical and management excellence and low risk than in making an award at the lowest price to the Government. This assessment will involve a determination by the Government of the overall merit of each proposal judged in terms of the Offeror's potential for successfully completing anticipated requirements within reasonable costs. However, award will not be automatically determined by numerical calculation or formula relationship.

All proposals received will be evaluated under the same procedures. The evaluation will be conducted on all Offeror's proposals submitted in accordance with Section L. Proposals will be examined based upon the evaluation factors specified in sub-section M.2

Proposals will be evaluated as described below.

M.1.1.2 Evaluation Process

M.1.1.2.1 Preliminary Evaluation

Upon receipt, proposals will be evaluated to determine whether all items have been submitted as required by Section L and if the items submitted are in the required formats. An incomplete

proposal and/or a proposal submitted in other than the prescribed format(s) will be deemed technically unacceptable and may be dropped from further consideration for contract award.

M.1.1.2.2 Compliance Evaluation

All proposals deemed to be complete and technically acceptable will be evaluated for compliance with the mandatory requirements of Section C on a *Acceptable/Unacceptable* basis. To be considered technically acceptable, an offeror's proposal must provide a detailed response to each paragraph in Section C which describes the offeror's ability to meet each of those requirements. This response with supporting documentation substantiating the claim must be provided in order to be considered compliant. Any response which is non-compliant may cause the proposal to be deemed technically unacceptable, and the proposal may be dropped from further consideration for contract award.

M.1.1.2.3 Technical and Management Excellence Evaluation

Those proposals that demonstrate compliance with all of the requirements of Sections C (including all subparagraphs) will be further evaluated to determine the offer most advantageous to the Government.

The Technical and Management Excellence factors will be evaluated subjectively utilizing a ranked scoring scheme. The technical evaluation team will assess each technical and management excellence factor based on a "satisfactory" standard which represents satisfactory value and/or capability to the Government, as it relates to the management of the TMFJB, and/or moderate risk. The technical evaluation team can give a higher rating if the team determines the proposal offers enhanced value and/or is of low risk. Also, the technical evaluation team can give a lower rating if the team determines the proposal offers reduced value and/or is of high risk. The ranked score rating criteria for the evaluation factors is contained in Section M.2.2.

The basis for the ranked score evaluation will be information contained in the detailed responses to the Section C requirements, Section L responses to Tabs B, C, D and E provided in the offeror's proposal, as well as any outside information available to the Government that pertains to the technical and management excellence factors. The evaluation will assess the advantages offered by each Offeror as they relate to the requirements contained in this solicitation.

M.1.1.2.4 Price Evaluation

Although price is considered secondary to technical and management capabilities, it will be a significant criterion for award as part of an integrated assessment. The Government reserves the right to award a contract at other than the lowest proposed price after consideration of all factors.

All prices derived from the Offeror's proposal will be evaluated to determine the most advantageous proposal to the Government in terms of the overall evaluated price.

M.2 EVALUATION CRITERIA

M.2.1 EVALUATION FACTORS FOR AWARD

Selection of an Offeror for award will be based on an evaluation of proposals in the following areas: Technical Excellence, Management Excellence, and Price. The Technical Excellence is equal in importance to Management Excellence and both are more important than the Price area. Subfactors within each area are considered equal in importance. The Volume II, Technical Proposal, submitted in accordance with Section L.3.2 will be used in evaluating the Technical and Management Excellence areas. These areas will not be numerically scored but rather will be rated using a ranking criteria to indicate the separate levels of ratings. The ultimate objective of the evaluation is to determine which proposal offers the best prospect for optimum attainment of the objectives for the functional area of this solicitation. Although price is considered secondary to technical and management capabilities, it will be a significant criterion for award as part of an integrated assessment with the Technical and Management Excellence factors, which are intended to identify those Offerors with the knowledge, expertise, experience, and the resources to fulfill the requirements of the contract.

Technical Excellence is comprised of two factors and is based on the degree to which the offeror's proposal response and preliminary planning information identifies any feature or approach which can be determined to offer enhanced value or lower risk. Management Excellence is also comprised of two factors and is based on the degree to which the qualifications and past experience of the company and proposed personnel can be determined to offer enhanced value or lower risk. For each factor, the evaluation will consist of an assessment of the degree to which the services offered in the proposal provide added value, added capability, and/or reduced risk. In addition, the evaluation will identify the strengths, weaknesses, and risks in each Offeror's proposal based on the evaluation factors identified herein. Offerors that, because of a lack of relevant past performance, are unable to provide the project/contract references requested in L.3.2.1.4 will receive a Neutral rating for that item.

The following identifies the evaluation factors within each evaluation area. While any information contained in an offeror's proposal may be used in the evaluation, the referenced sections shown under each factor identifies the principal area in the requirements that will serve as the basis for evaluating each of the respective factors.

Technical Excellence Factors:

(1) Technical Excellence

- a. Degree to which the details of the offeror's response to the minimum mandatory requirements in Section C identifies any features or approaches that offer enhanced value or a reduced performance risk to the Government.

(2) On-site Management Plans

- a. On-site Management Structure
- b. On-site Staffing Plan
- c. Preventive Maintenance Plans
- d. Building Service Quality Control Plan
- e. Service Call Management Plans

- f. Emergency Operating Plan
- g. Phase-in/Phase-out Planning

Management Excellence Factors:

- (1) Qualifications and Past Contractual Experience of the Offeror
 - a. Corporate structure which supports the contract
 - b. Corporate Plan for interfacing with on-site management, subcontractors, and tenants
 - c. Problem escalation procedures (includes response times to issues)
 - d. Corporate experience in managing and performing services relevant to the work identified in Section C
 - e. Experience of proposed subcontractors in performing services relevant to the work identified in Section C
 - f. Information obtained from references related to past performance
- (2) Qualifications and Experience of the Proposed On-site Personnel
 - a. Qualifications identified for the proposed personnel
 - b. Experience of key personnel in managing and performing services relevant to the work identified in Section C.

Price Factor:

- (1) Offeror's proposed price Section B Tables

M.2.2 RATING CRITERIA FOR THE TECHNICAL AND MANAGEMENT EXCELLENCE FACTORS

The evaluation assessment for the Technical and Management Excellence factors will be depicted by ratings based on the following rating criteria:

- a. **EXCELLENT:** Enhanced value and/or capability that is of significant benefit to the Government as it relates to the management of the TMFJB, and/or is of low risk.
- b. **SATISFACTORY:** Satisfactory value and/or capability to the Government as it relates to the management of the TMFJB, and/or is of moderate risk.
- c. **MARGINAL:** Reduced value and/or capability to the Government as it relates to the management of the TMFJB, and/or is of high risk.
- d. **UNACCEPTABLE:** Proposal response does not properly address the governments requirement.

M.3 UNREALISTIC PROPOSALS

Offerors are placed on notice that any proposals which are unrealistic in terms of technical commitment or unreasonably low or high in price may be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk of the contract requirements and may be grounds for the rejection of the proposal.

M.4 COMPETITIVE RANGE DETERMINATION

While the Government reserves the right to make award on the basis of initial proposals, a competitive range may be established, especially in the event an award is not made based on initial proposals. Price will be considered in any competitive range determination. Offerors in the competitive range are those who are determined to have a reasonable chance of being selected for contract award. If an award is not based upon initial proposals, Offerors determined to be within the competitive range may be requested to submit a best and final offer.

M.5 AWARD SELECTION BASIS

Award will be made to the single, responsible Offeror whose technically acceptable proposal is determined to offer the greatest value to the Government. In determining value the Government will consider the rankings achieved for the technical and management excellence factors and the price. The Government will make an award based on the best value to the Government, which ultimately may not be the highest technically rated proposal or the lowest priced proposal.

M.6 DETERMINATION OF RESPONSIBILITY

A Determination of Responsibility shall be made on the apparent successful Offeror prior to contract award. Should the prospective Offeror be found non-responsible, that Offeror shall be rejected and will receive no further consideration for award. In the event a Offeror is rejected based on a determination of non-responsibility, a determination shall be made on the next apparent successful Offeror. With regard to determining Contractor responsibility, the Government reserves the right to conduct a site survey/visit to the apparent awardee's facility prior to award.

M.7 RESPONSIBILITY OF PROSPECTIVE CONTRACTORS

Proposals will be considered only from responsible prospective contractors who –

- a. Have adequate financial resources to perform the contract, or the ability to obtain them;
- b. Are able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- c. Have a satisfactory performance record;
- d. Have a satisfactory record of integrity and business ethics;
- e. have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- f. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- g. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

END OF SECTION M

TMFJB BUILDING INFORMATION SHEET		Section J - Attachment 1
1. SQUARE FOOTAGE SUMMARY		
<u>LOCATION</u>	<u>GROSS SQ. FEET</u>	
Concourse Level	139,374	
Mezzanine Level (CDC)	8,175	
Ground Floor	96,151	
Second Floor	83,038	
Third Floor	83,544	
Fourth Floor	77,909	
Fifth Floor	77,946	
Sixth Floor	56,848	
Seventh Floor	<u>48,661</u>	
Sub-total Occupied	671,646	
Lower Garage	139,374	
Upper Garage	<u>139,374</u>	
Sub-total Parking	278,748	
GRAND TOTAL	950,394	
2. FLOOR COVERING SUMMARY		
A. Carpeting, i.e., broadloom wall-to-wall carpet, in offices, corridors, stairways, etc.	575,000	
B. Hard Surfaces:		
Concourse Level	41,000	
Ground Level	22,000	
Second - Seventh Floors	<u>34,000</u>	
Sub-total Approximately	97,000	

3. RESTROOM SUMMARY		
A. Public Men's Restrooms	23	
Plumbing fixtures, per restroom, consists of:		
Toilets	3	
Urinals	4	
Lavatories	4	
B. Public Women's Restrooms	23	
Plumbing fixtures, per restroom, consists of:		
Toilets	5	
Urinals	0	
Lavatories	4	
C. Auditorium, Cafeteria, Health Unit, Fitness Center		
Plumbing fixtures, per restroom, consists of:		
Toilets	16	
Urinals	5	
Lavatories	16	
D. Child Development Center		
Plumbing fixtures, per restroom, consists of:		
Toilets	10	
Urinals	0	
Lavatories	10	
E. Private Office Restrooms		
Plumbing fixtures, per restroom, consists of:		
Toilets	24	
Urinals	24	
Lavatories	3	
F. ADA Bathroom (5th floor)	1	

THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING

ONE COLUMBUS CIRCLE, NE
WASHINGTON, DC 20544



AUSC-OIS-ADM-FPMB
May 7, 2004

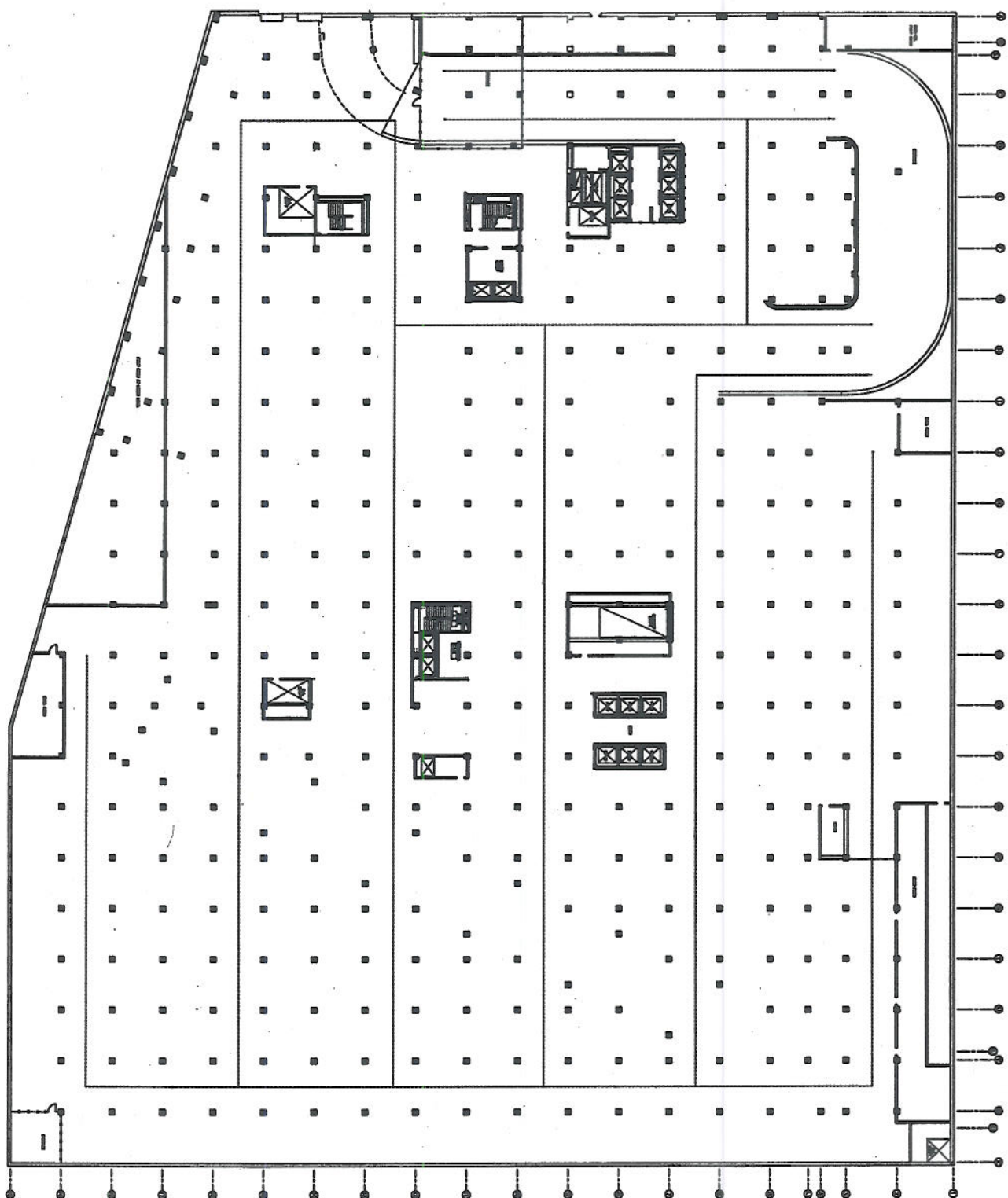
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**GARAGE
UPPER LEVEL**

DATE	5/1/04
TIME	17:00-18:00
BY	IR-GU



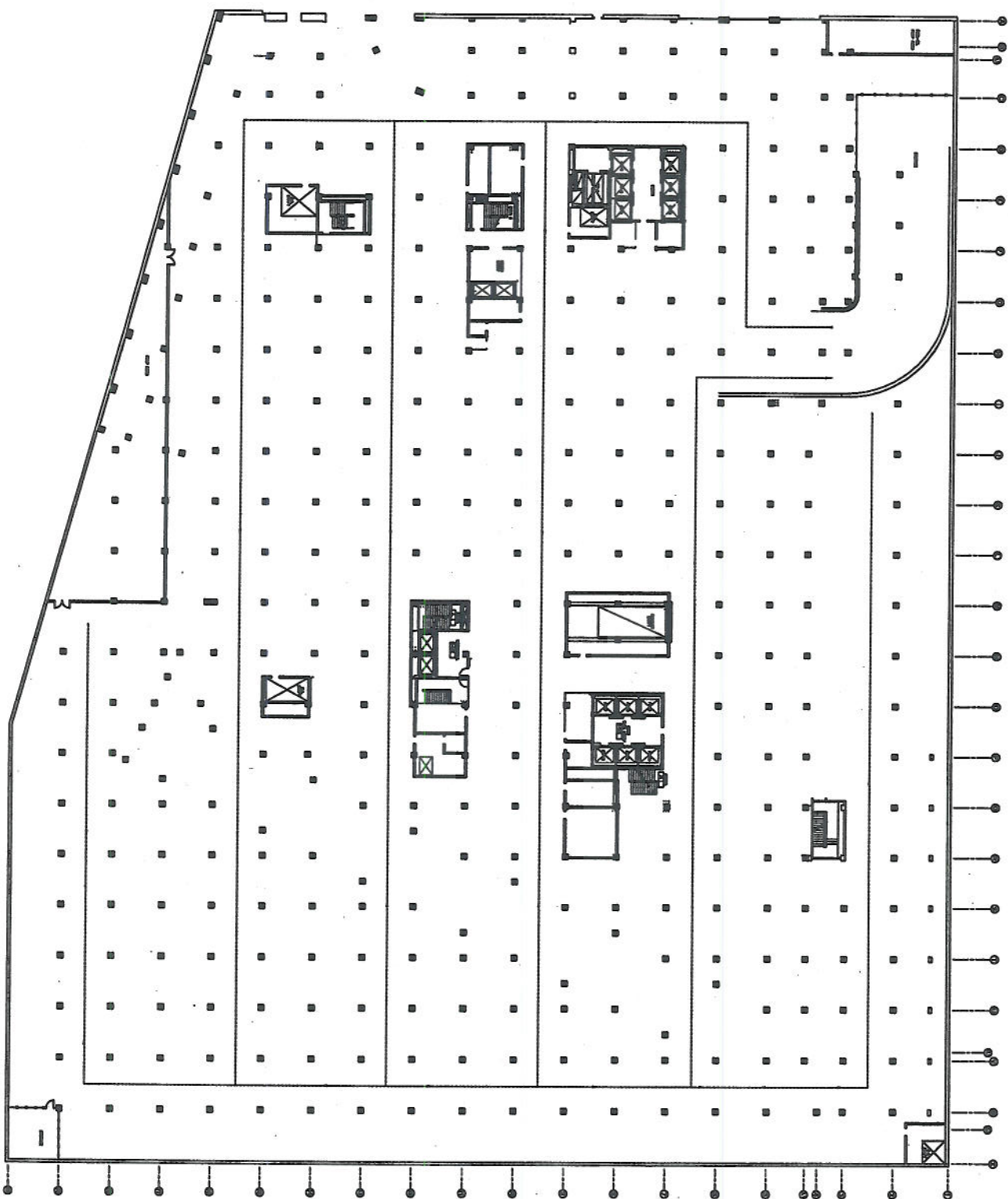
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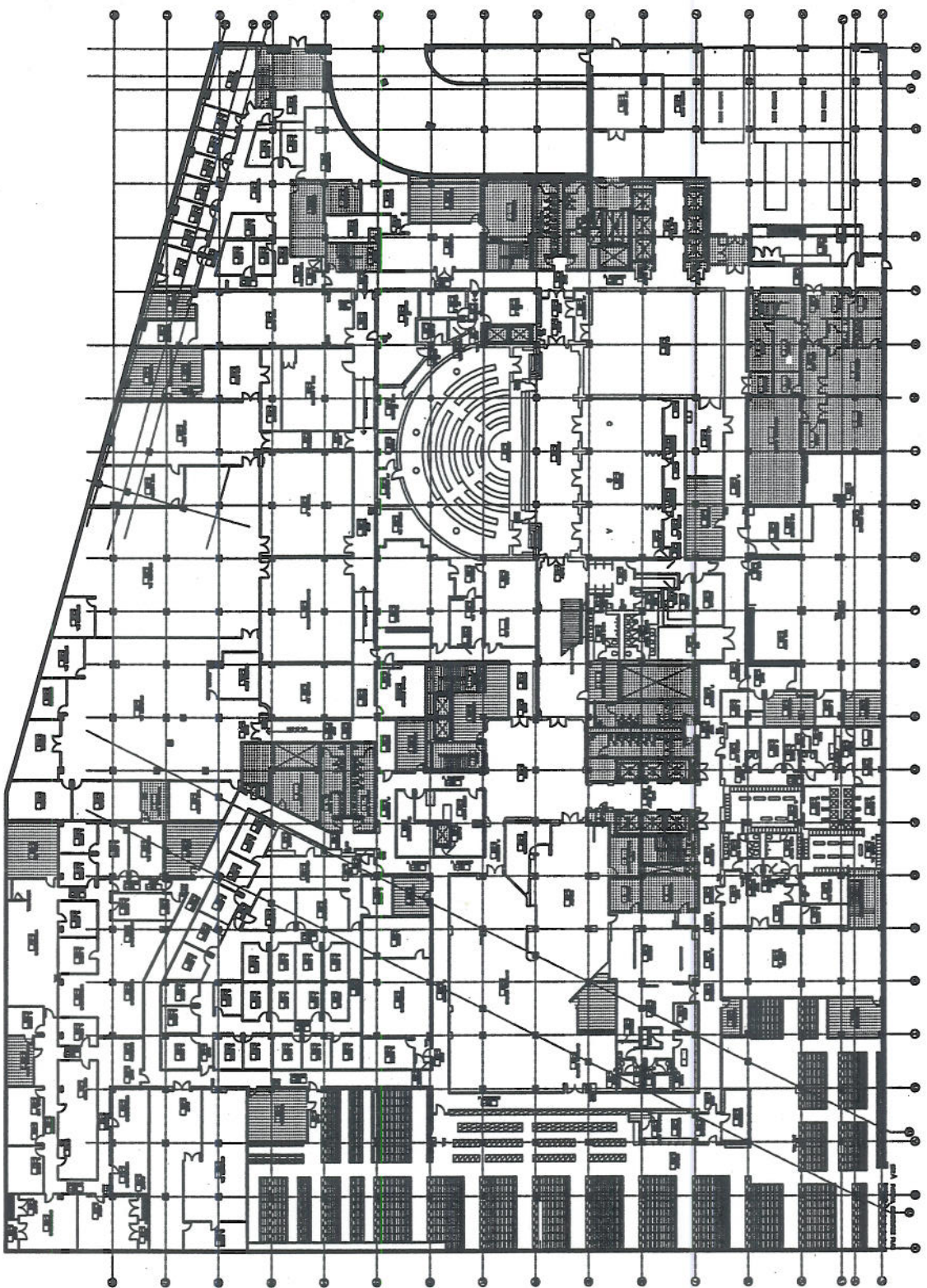
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**GARAGE
LOWER LEVEL**

IR-GIL





THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING
ONE COLLINGS CIRCLE
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REVISED	1/7/01		

CONCOURSE
LEVEL

**ONE COLUMNUS CIRCLE
WASHINGTON, DC**

100

DATE _____

**GROUND
FLOOR**

COLUMBUS CIRCLE, NE

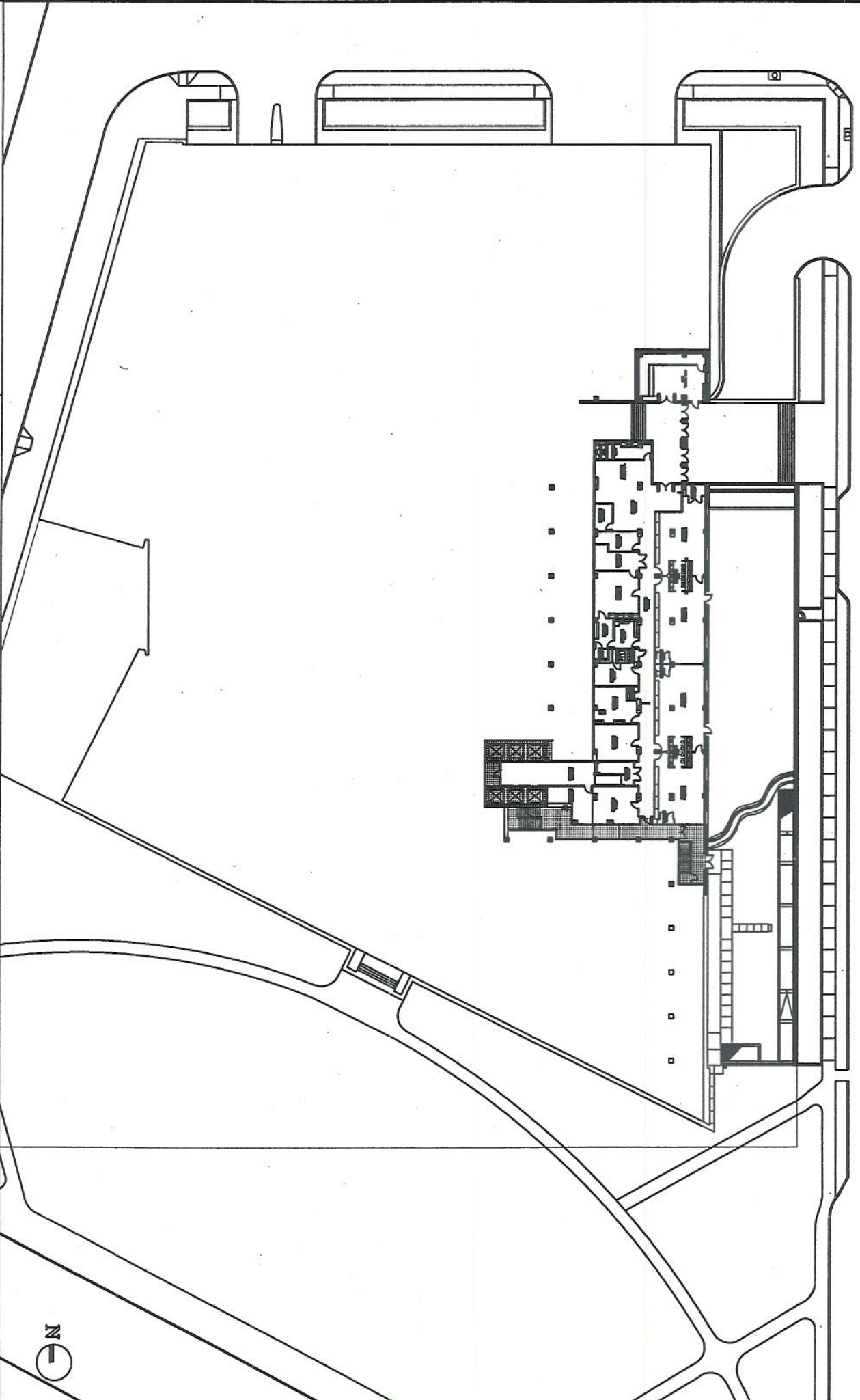
ATRIUM

MAIN ENTRY

SOLUBLENORTH
LOBBY

IR-011

5/7/04



THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING
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WASHINGTON, D.C.

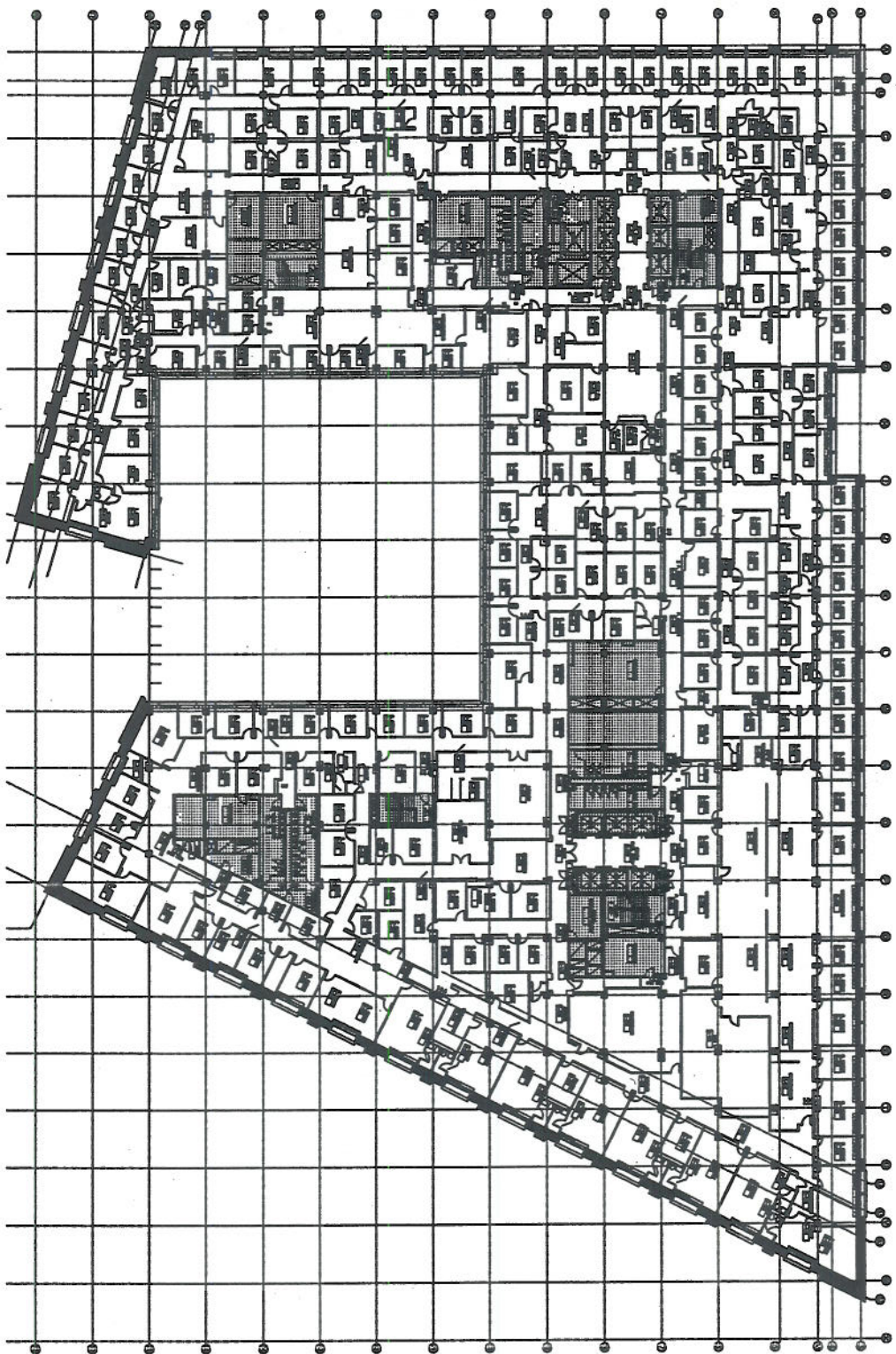
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ISSUED FOR	DATE
REVISION	

MEZZANINE
LEVEL

DATE	02/00
BY	JP-MUEZZ
CHECKED BY	
DATE	



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FEDERAL JUDICIARY BUILDING
ONE COLLINGS CIRCLE
WASHINGTON, DC

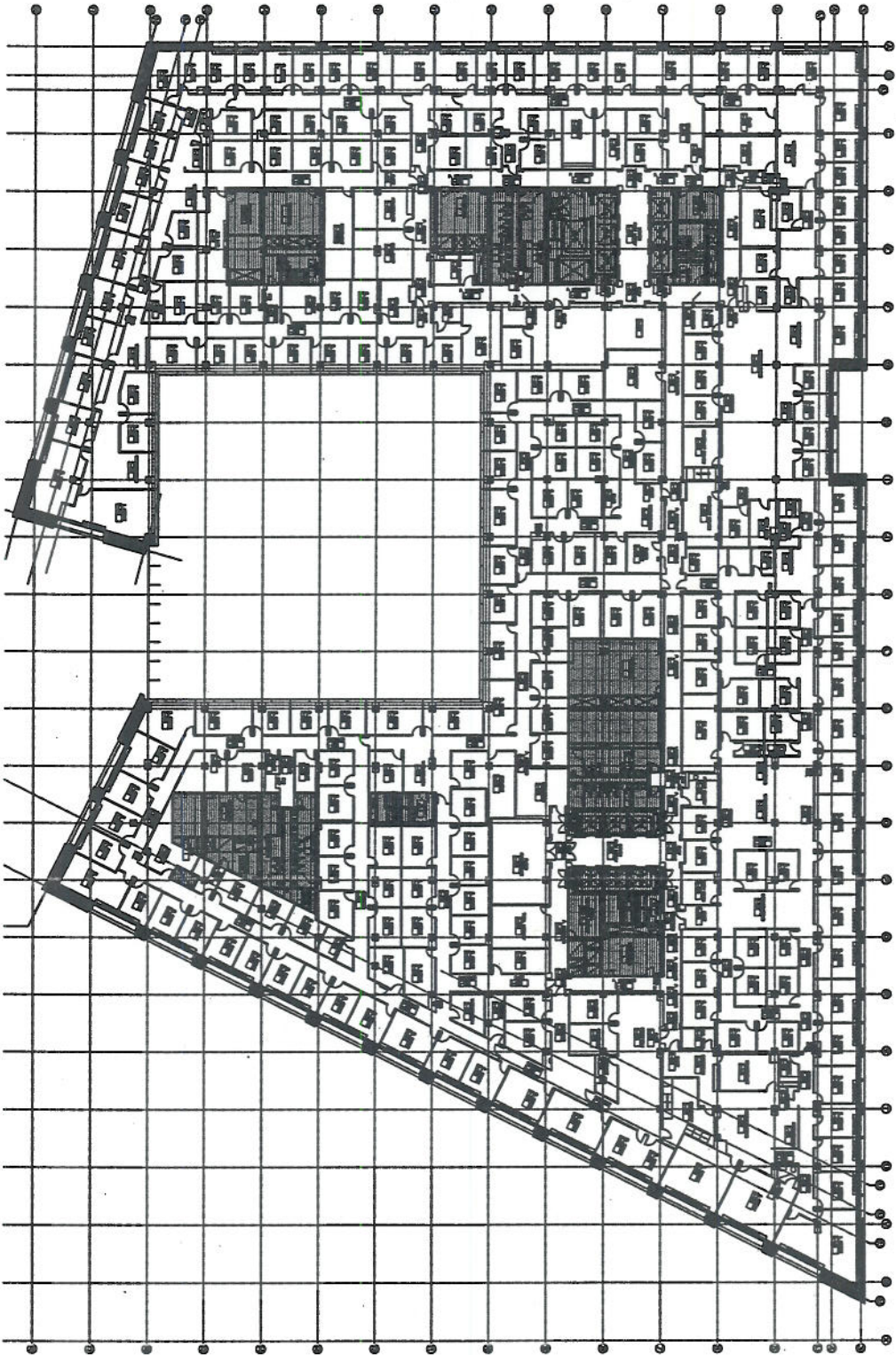
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REVISION	DATE	BY	CHKD

SECOND
FLOOR

THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING
ONE COLUMBIA CIRCLE
WASHINGTON, DC

AS-BUILT



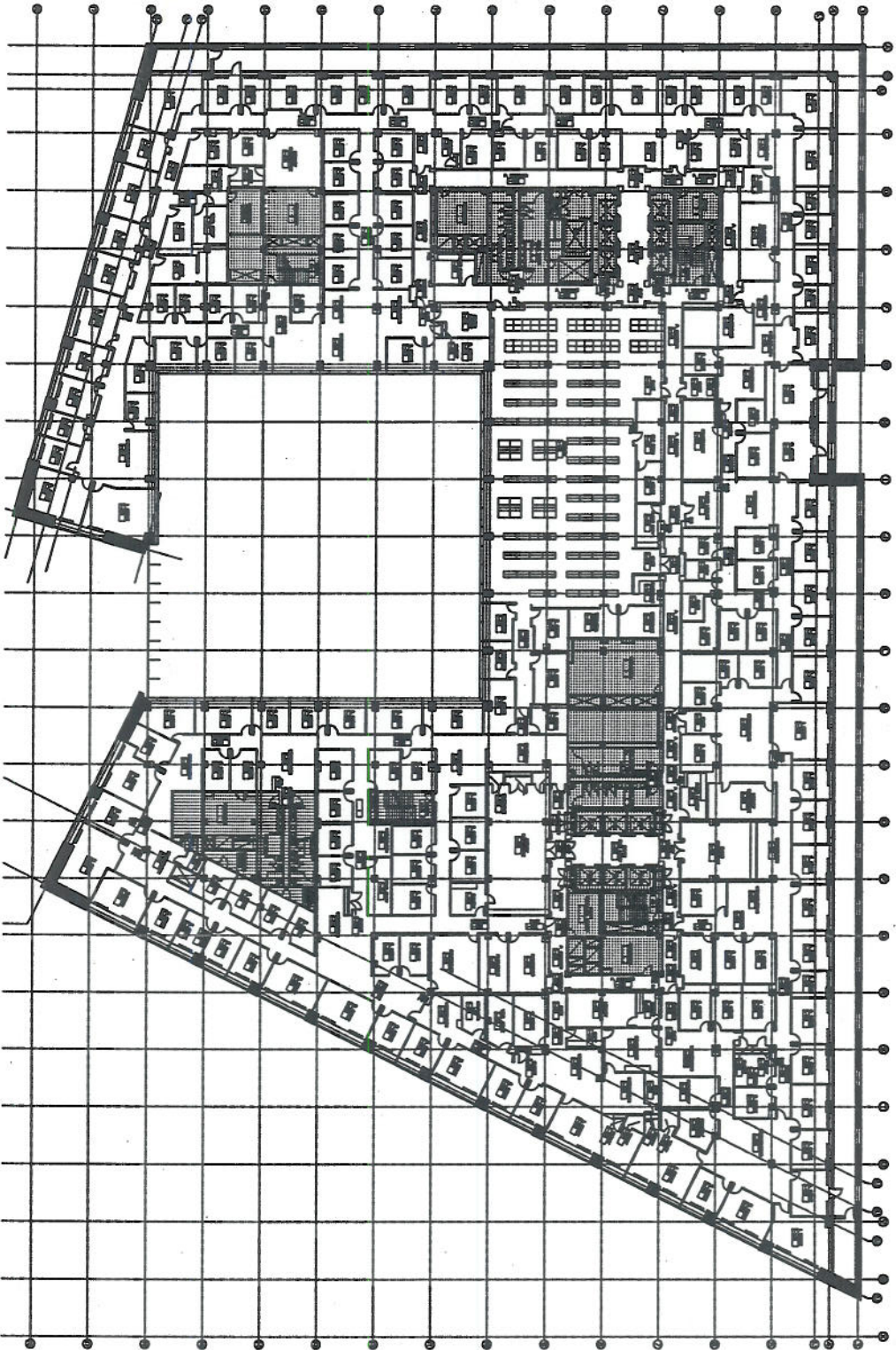
21

THIRD
FLOOR

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1	5/7/01		
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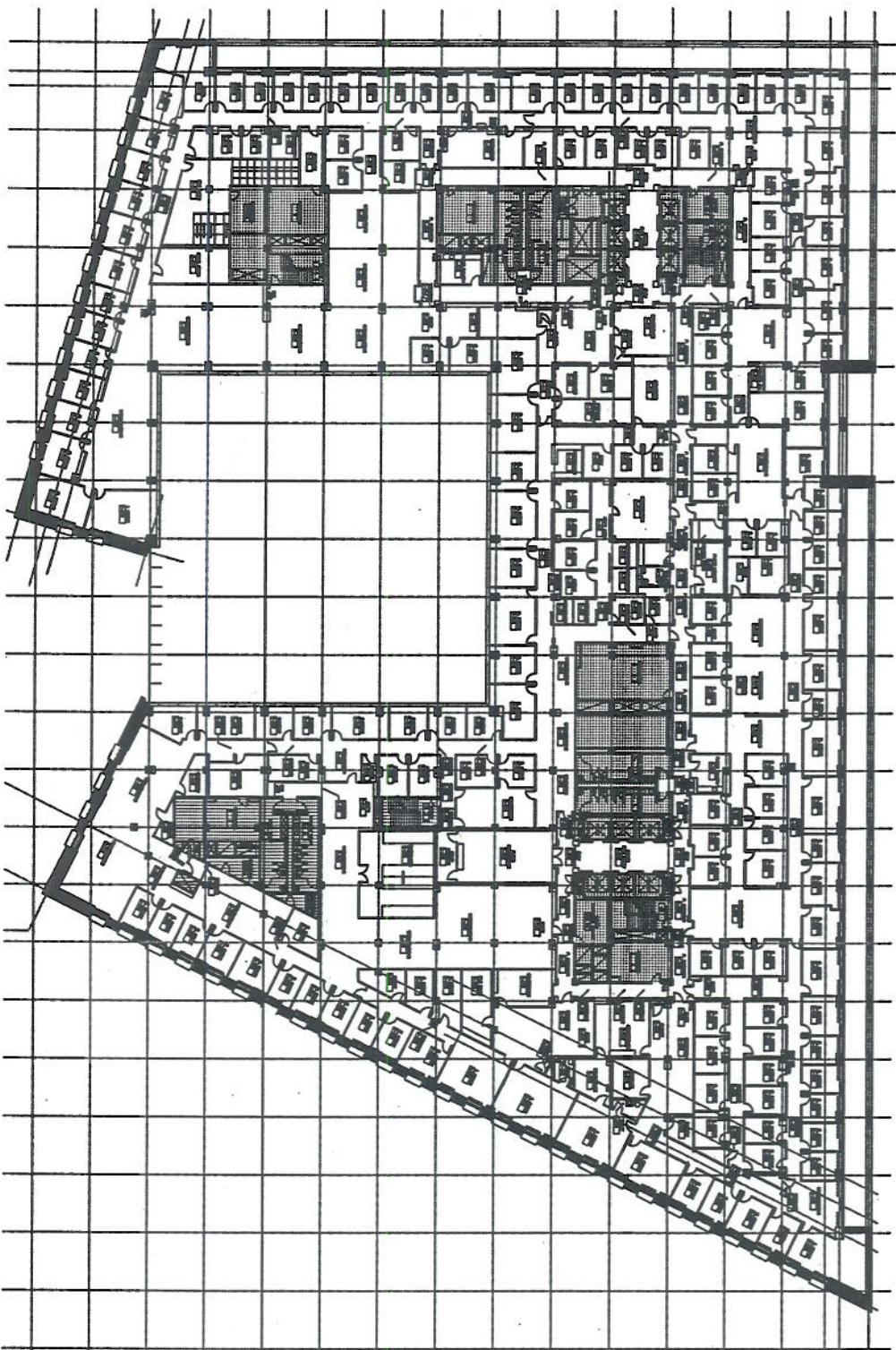
THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING
ONE COLUMBIA CIRCLE
WASHINGTON, DC

AS-BUILT



21

FOURTH
FLOOR



**THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING**

ONE COLUMBIA CIRCLE
WASHINGTON, DC

AS-BUILT

REVISION	DATE	REVISION	DATE
1.00	5/7/04	2.00	5/7/04
3.00	5/7/04	4.00	5/7/04
5.00	5/7/04	6.00	5/7/04
7.00	5/7/04	8.00	5/7/04
9.00	5/7/04	10.00	5/7/04
11.00	5/7/04	12.00	5/7/04
13.00	5/7/04	14.00	5/7/04
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95.00	5/7/04	96.00	5/7/04
97.00	5/7/04	98.00	5/7/04
99.00	5/7/04	100.00	5/7/04

**FIFTH
FLOOR**

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DATE	

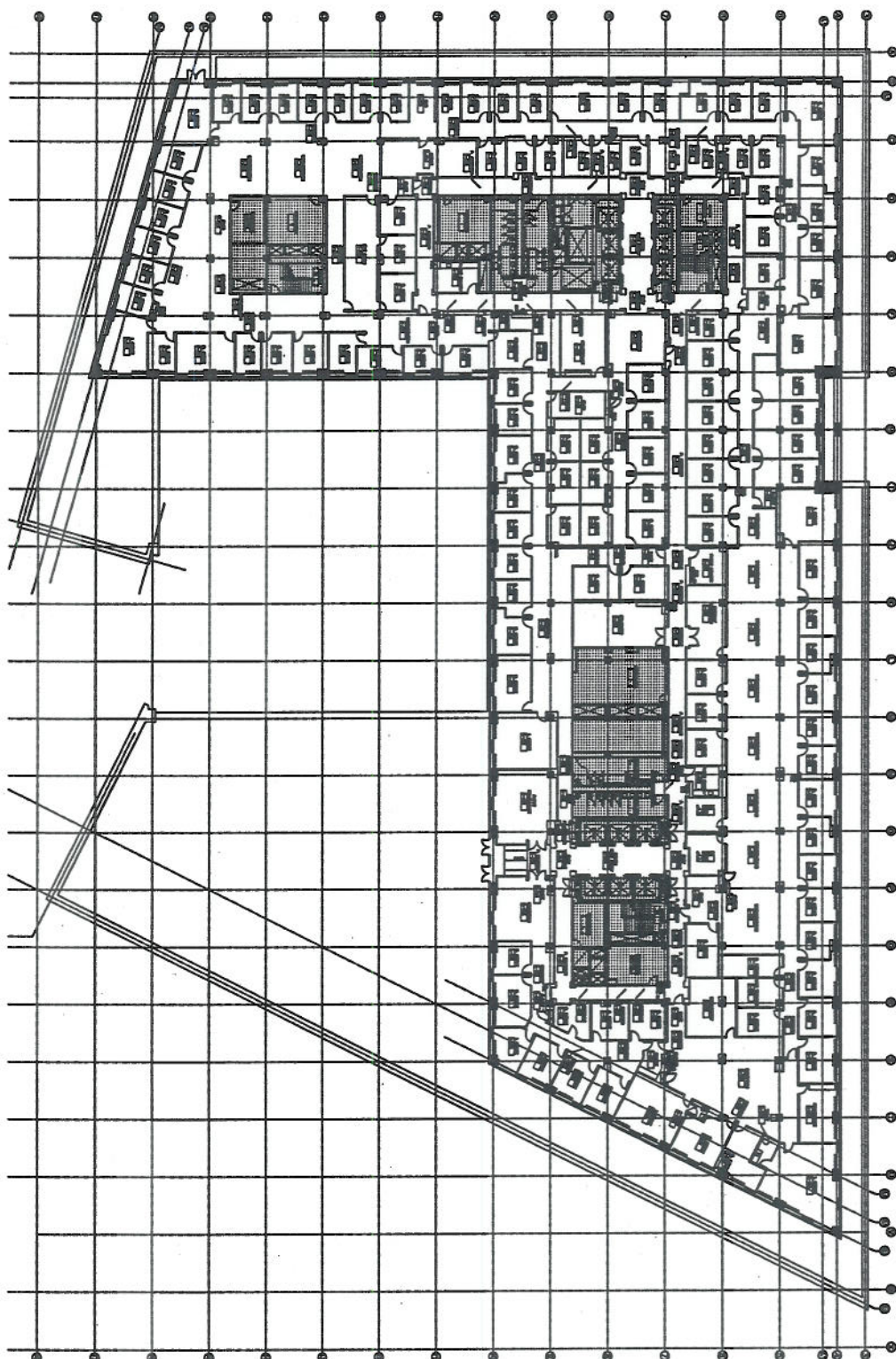
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WASHINGTON, DC

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SIXTH FLOOR

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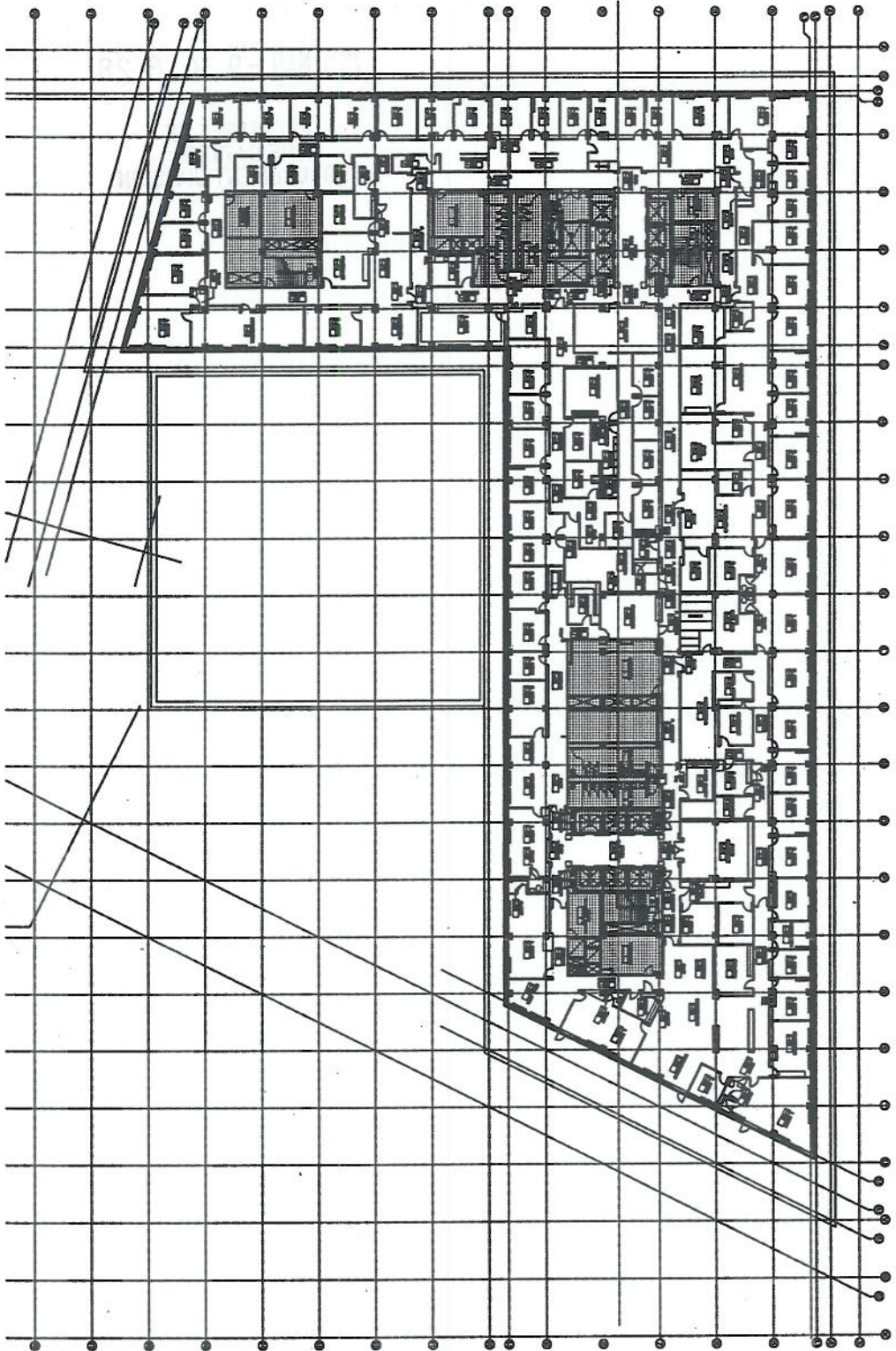
THURGOOD MARSHALL
FEDERAL JUDICIARY BUILDING
ONE COLLINSVILLE CIRCLE
WASHINGTON, DC

DESIGN
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REVISION	DATE	BY	CHKD

SEVENTH
FLOOR

DATE	5/7/01
BY	IR-07
CHKD	
APP'D	



<u>TMFJB RECORD DATA</u>		Section J - Attachment 3	
The following record data is available for review by offerors			
1	Record Construction Drawings		
1.1	Base Building		
1.2	Tenant Spaces		
1.3	M-E-P As-Built Drawings		
2	Operation and Maintenance Manuals		
2.1	General Building Construction Materials i.e., fenestration, doors, etc.		
2.2	Special Equipment i.e., elevators, audio-visual, kitchen hoods, etc.		
2.3	M-E-P Equipment		
2.4	Valve Schedules		
2.5	EMCS sequences, disagrams and other data		
3	Preventive Maintenance (PM) Records		
4	GSA Public Building Maintenance Guides and Time Standards		
5	Service Request Summary		

**TMFJB Mechanical-Electrical-Plumbing (M-E-P)
Systems' Narrative**

1. M-E-P INFRASTRUCTURE:

1.1 High Pressure Steam

High pressure steam is provided to the TMFJB by an underground steam main connected to the steam infrastructure from the U.S. Capitol Power Plant. An 8-inch high pressure steam main at 50 PSIG enters the main mechanical equipment room located in the lower parking garage level.

Steam condensate is collected in a duplex condensate transfer package which pumps the condensate out of the building into the 6-inch condensate return main.

A condensate meter records building steam consumption.

1.2 Chilled Water

Chilled water is provided by an underground mains connected to the U.S. Capitol Power Plant. 12-inch chilled water mains, supply and return (CHWS/R), enter the main mechanical equipment room located on the lower parking garage level.

Chilled water supply is 42 degrees F with a 20 degrees F nominal temperature difference.

A chilled water meter records building consumption.

1.3 Potable Water

Potable water is provided by an underground 6-inch water main. A turbine water meter is located in the main mechanical equipment room located on the lower parking garage level.

1.4 Fire Service

Fire service for the building's fire suppression system is provided by underground 8-inch fire service main located in the main mechanical equipment room located on the lower parking garage level.

1.5 Sanitary Waste

Building sanitary effluent collects within several duplex electric-powered sewage ejectors located in the main mechanical equipment room located on the lower parking garage level. Effluent is discharged into the 8-inch sanitary main and the surrounding underground sanitary collection

SECTION J - ATTACHMENTS

ATTACHMENT 4

system.

1.6 Storm Drainage

Storm water from roof drains, area drains, rainwater conductors, garage drains, and garage interceptors is collected by gravity and discharged by several sump pumps into the 15-inch storm sewer main and the surrounding underground storm collection system.

1.7 Atrium Landscape Sprinklers

Within the landscaped court of the Atrium, a buried non-potable sprinkler system and hydrants serve to water the landscape trees, shrubbery and other plantings.

1.8 Power Distribution

Refer to the following Paragraph 5, Electrical.

2. HEATING, VENTILATING AND AIR-CONDITIONING (HVAC)

2.1 Steam

High pressure steam is the primary heating medium for the building. A pressure reducing station located in the main mechanical equipment room reduces incoming 50 PSIG steam to 15 PSIG via two single-stage pressure reducing valves.

Low pressure steam is distributed to a heating water convertor, a domestic water heater, heating coils and humidifiers.

Auxiliary steam equipment includes: duplex condensate return package with pumps; steam-powered condensate pump; flash tanks; relief valves; steam traps; and miscellaneous specialties.

2.2 Heating Water

Heating water is generated by a steam-to-water shell-and-tube horizontal heat exchanger located in the main mechanical equipment room. Three centrifugal pumps circulate low temperature heating water to perimeter fan coil units, baseboard fin tube radiation, unit heaters, cabinet heaters, and duct-mounted heating coils. Two heating water pumps are controlled by single speed starters. One of the pumps is controlled by a variable frequency drive, for low heating loads.

Auxiliary heating water equipment includes: air separators; expansion tank; make-up water; and miscellaneous specialties.

2.3 Chilled Water

Chilled water is the primary cooling medium for the building. Chilled water is distributed throughout the building without pumps.

2.4 Core Air-Handling Systems

Core spaces are served by modular constant-air-volume (CAV) air handling units with throwaway filters, steam heating coils, cooling coils, and steam humidifiers. Units do not include outside air economizer control. Supply air is ducted into core ceilings and diffusers. Ceiling space serves as a return air plenum with vertical chases into each core air handler room. Additional vertical chases extending to the roof include outside air and relief air.

Duct-mounted reheat coils maintain zone heating setpoints.

Units can be cycled by the building's fire alarm system as part of the smoke evacuation system.

Typical CAV system for AHU-1 through AHU-38, AHU-44, AHU-27T and AHU-28T, totaling 41 units.

2.5 Concourse Air-Handling Systems

Concourse level spaces are served primarily by modular constant-air-volume (CAV) air handling units with outside air economizers, throwaway filters, steam heating coils, cooling coils, and steam humidifiers. Supply air, relief air and outside air via vertical chases and return air via ceiling plenums similar to core systems.

Units can be cycled by the building's fire alarm system as part of the smoke evacuation system.

Typical CAV system for AHU-1T through AHU-10T, AHU-12T through AHU-21T, AHU-23 through AHU-26T, AHU-39 through AHU-43, and AHU-45, totaling 29 units.

2.6 Concourse Air Handling Units with 100-Percent Outside Air

Two air handling systems, AHU-12T and AHU-22T, incorporate 100-percent outside air serving the kitchen and cafeteria on the concourse level. Units similar to other air handlers except AHU-12T includes a face-and-bypass damper and excludes an humidifier.

SECTION J - ATTACHMENTS

ATTACHMENT 4

2.7 Perimeter Fan Coil Units

Air conditioning for perimeter spaces is provided by vertical 4-pipe fan coil units with filters, heating water coils, chilled water coils, fans and wall-mounted temperature sensors.

Fan coil units, totaling 840 units.

2.8 Supply Fans

Numerous supply fans ventilate small spaces, i.e. mechanical and electrical rooms, and are coupled with exhaust fans.

Outside air supply fans serve outside air chases controlled by static pressure sensors.

Supply air fans, totaling 75 fans.

2.9 Smoke Control and Stairway Pressurization

Chases incorporate combination fire-smoke automatic dampers to control and ventilate floors in the event of smoke removal. Pressurization-removal is controlled by the building fire alarm system.

Dedicated exhaust fans evacuate smoke from designated floors, or spaces, and discharge through the roof, i.e. stairways and atrium.

2.10 Atrium and Lobbies

Atrium is conditioned by AHU-1 located on the service deck above the Concourse.

North and South Lobbies are conditioned by AHU-2 and AHU-3, respectively.

2.11 Garages

Supply air and exhaust air fans serve both the lower and upper parking levels for ventilation.

2.12 Elevator Machine Rooms

Air-cooled split heat pump systems control environments within elevator machine rooms located on the lower parking garage level. All-electric heat pump capacities range from 1 to 6 tons. Outdoor units are located within fenced areas on the lower parking garage level.

SECTION J - ATTACHMENTS

ATTACHMENT 4

2.13 Data Center

Vertical air handling units with electronic filters, chilled water coils, and 2-stage electric heating coils serve as supplemental air conditioning for the central computer room. Return air is drawn from the raised floor into each unit.

Air handlers, totaling 19 units.

2.14 Supplemental Ceiling Package Units

On the Third Floor, several ceiling-mounted supplemental direct-expansion package units serve various office spaces.

2.15 Energy Monitoring and Control System (EMCS)

HVAC environmental control is provided by a centralized stand-alone building EMCS automation system utilizing Staefa Integral Systems. Workstation software includes Staefa Vision and Staefa Access communicating to Staefa Smart II local and field controllers.

Input-output points, totaling over 1600 points.

The EMCS workstation, located within the Property Manager's office, consists of a personal computer with 386-processor CPU, HVAC system graphics, and resident software for monitoring and setpoint adjustment of HVAC system controllers.

Devices are a combination of pneumatic actuation and electrical-electronic actuation.

2.16 Exhaust Systems

Exhaust fans serve numerous spaces including parking levels, kitchen, cafeteria, stairways, atrium, equipment spaces and numerous miscellaneous spaces.

Totaling 60 fans.

3. PLUMBING

3.1 Potable Water System

Potable water is provided by a buried 6-inch cold water main. Water pressure is boosted by a triplex booster package located in the main mechanical room.

Cold water is distributed throughout the building to plumbing fixtures, water coolers, kitchen

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appliances, lawn sprinkler system (non-potable protected), and other water consumption devices.

3.2 Sanitary Waste

Sanitary waste collection is gravity discharged into four electric-driven sewage ejectors located on the lower parking level. Sanitary waste is pumped into an 8-inch sanitary sewer discharge to the surrounding sanitary sewer collection system.

Several grease-oil interceptors serve drains in the parking garages and discharge into the central ejector.

Piping located in unheated spaces, i.e. parking garages, is electric heat traced for freeze protection.

3.3 Plumbing Fixtures

Plumbing fixtures serve rest rooms, showers, kitchen, and other spaces.

3.4 Domestic Water Heating

A steam-to-hot water semi-instantaneous water heater provides domestic hot water. The heater is located in the main mechanical room.

3.5 Storm Drainage

Storm discharge is collected by gravity from upper floor levels. Drainage from lower levels, including parking garages, elevator pits, and other below-grade drains, is collected in several sumps and pumped into the storm main outfall.

3.6 Fuel Oil Distribution System

A diesel fuel oil tank and fuel oil pumps provide fuel oil to the day tank and emergency diesel generator located in the penthouse.

4. FIRE PROTECTION-SUPPRESSION

4.1 Fire Pump

Connected to the incoming fire service is a 150 HP electric-driven centrifugal fire pump with jockey pump and associated accessories located in the main mechanical equipment room.

4.2 Automatic Wet Sprinklers and Standpipes

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The heated building spaces are completely wet sprinklered with multiple zone annunciation via the fire detection-alarm system.

Computer spaces and kitchen exhaust hoods are also wet sprinklered.

4.3 Automatic Dry Sprinklers

Unheated building spaces are dry-pipe sprinklered, including garages, penthouses, and loading docks, with multiple zone annunciation via the fire detection-alarm system.

5. ELECTRICAL

5.1 Interior Power Distribution

Power to the TMFJB is supplied by PEPCO, the local utility.

Four main switchboards, designated A, B, C, and D, are 277/480-volt three-phase four-wire, fused at 4000 amps.

Emergency power is provided by a 900 KW 265/460-volt three-phase four-wire Alban emergency generator in a penthouse. The generator has a diesel engine and a 2000-amp main breaker with the trip breaker, set to 1700 amps. Engine fuel is provided by a 50-gallon day tank, located in the penthouse, and a main diesel fuel tank, located on the lower parking garage level.

Bus ducts extend from Switchboards A and B through vertical risers to electric equipment rooms located on each floor. Electric rooms are fed by plug-in bus duct switches, which feed 277/480-volt three-phase four-wire lighting and power panels. Electric rooms also have transformers supplying 120/208-volt three-phase four-wire receptacle panels.

Switchboards C and D feed motor control centers located in the lower level parking garage, upper level parking garage, and penthouses. Switchboard C also feeds distribution Panel DPH which feeds the utility side of automatic transfer switches throughout the building.

The emergency side of these transfer switches originates from Switchboard G, located in a penthouse, and fed from the emergency generator.

The loads of the transfer switches include motor control centers and elevator panels.

A 150 HP 480-volt fire pump is located on the lower parking level. The fire pump is fed from an automatic transfer switch that, in turn, is fed from concrete-encased feeders from Panels DPH and G.

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Switchboard G also feeds Panel CDPL in the main electric room via an isolation transformer. Panel CDPL feeds five Power Distribution Units (PDUs) in the large raised-floor computer room on the concourse level. The PDUs are 460-volt input and 208/120-volt output.

5.2 Lightning Protection

The building has a lightning protection system, consisting of rods on the roof connected to ground via cables. Down-led conductors are run in 1-inch PVC conduit. Grounding electrodes are 3/4-inch by 10-foot copper-clad steel ground rods, bonded to the down-led conductors with exothermic welds.

5.3 Fire Alarm Detection

The building has an addressable fire alarm system with the master panel in the Fire Control Room. Sub-panels are distributed throughout the building. Each sub-panel is capable of independent operation in event the master panel is out of service.

The fire alarm system monitors pull stations, heat detectors, flow switches, smoke detectors, and duct smoke detectors. The system outputs include horns, strobes, smoke evacuation fans, elevators, and speakers. The system can deliver pre-recorded messages. All outputs can be controlled manually from the Fire Control Room. Personnel in the Fire Control room can use the fire alarm speakers as a public address system.

Simplex Building Systems furnished the equipment and currently maintains it under contract with building management.

5.4 Telephone and Data

The building has an extensive telephone and data infrastructure.

Maintenance of the telephone and data systems is handled by a separate contractor and is not part of this scope.

5.5 Lighting, Interior and Exterior

One hundred seven types of lighting fixtures were installed during building construction. Over fifteen thousand lighting fixtures were provided for TMFJB. The following **Table D1** summarizes the types and quantities of lamps used in the various lighting fixtures.

Interior lighting for the most part is controlled by a Microlite brand energy management system. The system is timer-controlled and can be overridden via zone switches, located within corridors, by tenants.

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The Federal Judicial Center auditorium on the concourse level has an automated dimming system.

Lighting in the parking garage levels and in public areas is controlled by occupancy sensors.

Exterior lighting is controlled by photocells located on the roof.

5.6 Un-Interruptible Power Supply (UPS)

The building has a UPS system maintained by Bell Atlantic for the telephone system. A 225-KVA, 480-volt three-phase Liebert/Emerson UPS, installed in 1998, serves the large computer room on the concourse level. The UPS supplies panelboard "PDUDP", a 600-amp panelboard with five 3-pole 125-amp circuit breakers. Each branch circuit breaker supplies an EPE Technologies Power Distribution Unit with a 120/208-volt three-phase four-wire output. The UPS can support the computers for approximately 45 minutes.

5.7 Security System (cameras and video equipment)

Door contacts monitor all doors into the parking garage. Electric strikes control stairwell doors in the parking garage. Loading dock door motors and garage entry door motors are controlled from the two lobby security desks, and from the fire control room. The fire alarm system can override the security system to allow egress during a fire.

A Vikonics entry control system, consisting of cards, card readers, controllers, and power supplies controls access to various rooms throughout the building.

5.8 Television Studios

Three television studios in the building are used for video production and video conferencing.

5.9 Snow Melt

A snow melt system, with electric heating cables embedded in concrete, serves ramps into the upper level parking garage.

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Lamp Types
10WS
150PAR
20T6
20T6
20T6
20T6
300R
50PAR20
50PAR20
75PAR
COLD CATHODE
F032
F032
F14T5 & F8T5
F20
F20
F30
F30
F40
F40
F40
F40
F40U
F8T5
FBO31
HR100RDX
"A" LAMP
"A" LAMP
M-100U
MH100
MH175U
MH175U
MH70-MED
MS4004K
OSRAM 64486CL
PAR45
PK7
PL13
PL13
PL9
Q150PAR
Q250PAR
Q250PAR
Q300T3

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TMFJB M-E-P Systems-Equipment List

This listing is a summary of M-E-P equipment within the TMFJB. Quantities are approximate. All quantities shall be verified by the Offeror.

For Legend of M-E-P abbreviations, refer to end of this Attachment.

1. M-E-P INFRASTRUCTURE

- | | | |
|-----|--|---|
| 1.1 | High Pressure Steam (HPS) Main | 8-inch HPS; 30 KLBS/HR at 50 PSIG |
| 1.2 | High Pressure Steam Condensate Return (HPR) Main | 6-inch HPR; 150 GPM at 60 PSIG |
| 1.3 | Chilled Water (CHWS/R) Mains | 12-inch CHWS/R; 4100 GPM at 42 degrees F |
| 1.4 | Potable Water Main | 6-inch CW |
| 1.5 | Fire Service Main | 8-inch Fire |
| 1.6 | Sanitary Waste Main | 8-inch Sanitary Sewer, force main |
| 1.7 | Storm Water Main | 15-inch storm sewer, gravity and force main |

2. HVAC

ST = Stair pressurization
SE = Smoke Exhaust
TE = Toilet Exhaust

- | | | |
|-----|--------------------------------|--|
| 2.1 | Space design setpoint Occupied | 75 degrees F dry bulb
50-percent Relative Humidity |
| 2.2 | Stairway pressurization | SF/EFs located in 7 th Penthouse |
| 2.3 | Atrium pressurization | SF/EFs located in 6 th Roof Dome MER |
| 2.4 | Elevator machine rooms | ACUs/ACCUs/EFs located on Parking and Penthouse levels |
| 2.5 | Kitchen exhaust chase(s) | EFs located in Penthouse |

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- 2.6 Core and Concourse AHUs Located in AHU-MERs on each floor
Constant Air Volume; Throwaway filters; CHW coil; steam humidifier; plug fan
5-6 AHUs serving each core floor (2 thru 7th)
1 Atrium 10 to 25 HP, <1.25" WC ESP
3 Ground level and lobbies
1 Concourse
Totalling 455,000 CFM >20-percent OA minimum
- 2.7 Ceiling Return Air plenums RA chases in each AHU-MER room
- 2.8 Vertical chase for OA/RA/EA Combination fire and smoke motor operated dampers
- 2.9 Vertical Fan Coil Units at perimeter 4-pipe CHW-HS
Qty: 840
- 2.10 Energy Monitoring and Control System (EMCS)

Staefa Controls centralized EMCS system with computer workstation

>1600 EMCS input-output points
- 2.11 Numerous hydronic heaters include Cabinet Unit Heaters, Propeller Unit Heaters and
Convectors HS/HR
- 2.12 Supply Air and Exhaust Air Fans Inline centrifugal, belt driven
- 2.13 Steam-to-heating water (LPS-HS) convertor with three heating water pumps
- 2.14 Duplex steam condensate return unit 150GPM; 60 PSIG; 10 HP, 1750 RPM
- 2.15 Steam condensate meter
- 2.16 Steam-powered condensate pump
- 2.17 Flash tanks, LPS and HPS
3. FIRE SUPPRESSION
- 3.1 Dry pipe Parking, docks, penthouses, unheated spaces

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3.2	Wet pipe sprinkler/standpipe	Offices, corridors, concourse, computer rooms, miscellaneous spaces
3.3	Electric fire pump	1500 GPM, 290' TDH, 150 HP, 3500 RPM
3.4	Jockey pump, turbine type	7.1 GPM, 325' TDH, 1.5 HP, 1750 RPM
3.5	Test manifold, flush type	
3.6	Sensors, alarms, etc.	
4.	PLUMBING	
4.1	Steam-to-hot water domestic water (LPS-HW) heater	
4.2	Hot water circulating pump	Inline centrifugal
4.3	Cold water booster pumps, triplex	185 GPM, 160' TDH, 10 HP, 3500 RPM, 3 pumps
4.4	Sump pumps:	
	a. Simplex:	20 GPM, 20' TDH, 0.5 HP, 1750 RPM Qty: 2
	b. Duplex:	75 GPM, 80' TDH, 7.5 HP, 17650 RPM Qty: 1
4.5	Duplex sewage ejector pumps, electric with fiberglass sumps	50 GPM, 80' TDH, 7.5 HP, 1750 RPM Qty: 4
4.6	Point-of-use domestic water heaters, electric instantaneous	0.5 GPM, 63 degrees F rise, 4.6 KW
4.7	Hot water mixing valves	
5.	FIRE PROTECTION	
5.1	Fire pump, electric centrifugal Horizontal split case	1500 GPM; 290' TDH; 150 HP, 3500 RPM *Connected to emergency power
5.2	Jockey pump	7 GPM; 325' TDH; 1.5 HP, 3450 RPM

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6. POWER DISTRIBUTION

- 6.1 Switchboards 4000 Ampere, 277/480 Volt, Wye type
Qty: 4 plus 1 for generator
- 6.2 Motor Control Centers Lower level EERs and penthouse EER
- 6.3 Panelboards Numerous located throughout the building
- 6.4 Fire pump starter 150 HP located in lower parking garage level

7. EMERGENCY POWER

- 7.1 Emergency Generator 900 KW, 265/460 Volt
Turbo-diesel generator located in penthouse
- 7.2 Switchboard Designated "G" located in penthouse adjacent to generator
- 7.3 Automatic transfer switches Serving emergency panelboards, MCCs and fire pump

8. FIRE ALARM

- 8.1 Fire alarm panels Addressable system by Simplex
Master Panel located in Fire Control Room
- 8.2 FA Subpanels Numerous FA subpanels located throughout the building, capable of independent FA operation.
- 8.3 Annunciation Voice-evacuation system
- 8.4 Alarm devices Strobes lights and speakers located throughout the building

9. LIGHTING

- 9.1 Lighting fixtures Refer to Attachment D, Table D1: Summary of Lamps in Lighting Fixtures

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9.2 Controls

Microlite energy management relay systems located in electrical closets throughout the building; Occupancy sensors for garage levels; and Rooftop photocells for exterior lighting.

ABBREVIATION LEGEND

ACU	Air conditioning unit(s)
ACCU	Air-cooled condensing unit(s)
AHU	Air handling unit(s)
CFM	Cubic feet per minute
CHWS/R	Chilled water supply/return
CW	Domestic cold water, potable
CW(NP)	Domestic cold water, non-potable
EER	Electrical equipment room
EF	Exhaust fan
EMCS	Energy management and control system
F	Fahrenheit
FA	Fire alarm
GPM	Gallons per minute
HP	Horsepower
HPS	High pressure steam supply, >15 PSIG
HS/HR	Heating water supply/return
HZ	Hertz
KLBS/HR	Thousand pounds per hour
KW	Kilowatt(s)
LPS	Low pressure steam supply, <15 PSIG
MBH	Thousand British thermal units per hour
LB(S)	Pound(s)
MCC	Motor control center
MER	Mechanical equipment room
OA	Outside air
PH	Phase
PSIG	Pounds per square inch, gauge
QTY	Quantity
RA	Return air
RF	Return air
RPM	Revolutions per hour
SA	Supply air
SF	Supply fan
TDH	Total dynamic head
WC	Water column

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ATTACHMENT 6

Preventive Maintenance Guide Listing

The following listing of GSA Public Buildings Maintenance Guides and Time Standards, i.e. Preventive Maintenance (PM) Guides, is presented as a reference list for applicable PM Guides for the TMFJB.

The Contractor shall expand on this list, as appropriate, to include all equipment encompassed within the building's Preventive Maintenance program. This listing includes approximately one hundred (100) PM Guides.

<u>Guide No.</u>	<u>Equipment Item Description</u>
A-4	Air Compressors
A-6	Air-Conditioning Machine Package Units (Comfort Cooling)
A-9	Air-Cooled Condensers
A-10	Heat Pumps
A-11	Air Handler Units
C-2	Remote Air Intake Dampers
C-3	Coils, Preheat, Reheat, Etc. (Remote Locations)
C-6	Controls, Central System, HVAC (per device)
C-7	Condensate or Vacuum Pumps
D-3	Roof Drains, Downspout, and Gutter Inspection (per linear 100 feet)
D-6	Drains, Areaway, Driveway, Storm
D-7	Sediment Basins
E-1	Elevators, Electric or Hydraulic 4 floors or less
E-17	Expansion Joints in Piping
E-18	Emergency Lights, Wet Cell
E-19	Emergency Lights, Closed Systems

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E-22	Thermal Over-Current Relays
E-30	Switchboards, Medium Voltage (per cubical)
E-34A	Disconnect or isolating switch, low voltage (fused/non-fused)
E-35	Motor Control Center (MCC) under 100 hp
E-37	Bus Duct, Low Voltage, and Connectors
E-37A	Bus Duct, Metal Enclosed and Connectors
E-41	Emergency Generator, Electric Diesel Engines
E-41A	Emergency Generator, Electric Diesel Engines
E-42	Emergency Generator, Electric
E-42B	Emergency Generator, Electric
E-42C	Emergency Generator, Electric
E-43	Lead Acid Battery (per cell)
E-44	Nickel Cadmium Battery
E-46	Battery, Uninterruptible Power System
E-51	Motor Starter, Less Than 100 hp and Less Than 600V
E-57	Low Voltage Dry Type Transformer (30 KVA and up, 600 volts or less)
E-58	Power Distribution List
E-59	Uninterruptible Power System
F-1	Alarm Check Valves and Accessories
F-2	Dry Pipe, Deluge and Preaction Valves
F-3	Post Indicator Valves
F-4	Fire Control Valves (4 in. Or over) for Interior Water Distribution Systems
F-6	Fire Pumps, Electric Motor Driven

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F-9	Fire Department Hose Connections (Standpipe Outlets)
F-10	Fire Department Pumper Connections, Standpipe or Sprinkler
F-11	Fire Doors, Stairwell and Exitways, Swinging
F-13	Fire Supervisory Signals, Testing
F-14A	Automatic Fire Detection, Waterflow Alarms
F-14B	Automatic Fire Detection Heat Detectors
F-14C	Automatic Fire Detection, Operational Testing (per zone)
F-15	Fire Alarm Control Panel and Remote Annunciators
F-15A	Fire Alarm Control Panel, Special Systems
F-16	Fire Alarm System, Recorder
F-16A	Fire Alarm System, Event Printer
F-16B	Fire Alarm System, Audio Control Panel
F-16C	Fire Alarm System, Remote Controller
F-16D	Fire Alarm System, Remote Amplifier
F-17	Manual Fire Alarm Stations - Coded and Uncoded
F-18	Fire and Smoke Dampers
F-20	Sprinkler Head, Sprinklered Areas (per 1,000 sq. ft.) or Each Sprinkler
F-22	Fire Extinguisher, Stored Pressure with Gauge
F-24	Fire Extinguisher, Inspection
F-27	Fan, Centrifugal
F-32	Filter, Throw Away
F-38	Lightning Protection (per down conductor)
F-39	Cafeteria Exhaust Hood Duct System (per 10 feet of ductwork)

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G-1	Fuel Oil Filter/Strainer
G-2	Grease Trap
H-1	Hot Water Converter, Steam
H-5	Hot Water Heater, Steam Coil
I-2	Fan Coil Unit, Under Window Type
K-100	Kitchen Equipment, Dish/Tray, Busing Conveyor
K-101	Kitchen Equipment, Dishwashing Machine, Electric
K-101A	Kitchen Equipment, Dishwashing Machine, Electric
L-1	Lawn Mower and Edger
L-3	Lighting, Special Feature
L-4	Lighting, Outside
L-5	Lawn Sprinklers (per nozzle)
L-8	Spotlights, Fixed and Portable
M-1	Manhole, Electrical
M-2	Manhole, Sewer
M-3	Motors, Preventive Maintenance
M-3A	Motors, Predictive Maintenance, over 10 HP
M-4	Manhole, Water/Steam/Fuel Oil
P-4	Pump, Centrifugal
S-6	Sewage Ejector, Sump Type
S-7	Sump Pump
S-8	Strainer, Y-Type
S-11	Snow Blower

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T-1	Tank, Water (All Types)
T-3	Tank, Fuel Oil Storage
T-8	Traps, All Types
T-10	Telecommunications
V-2	Valve, Safety Relief
V-3	Valve Regulating
V-4	Valves, Fire System - Pressure Regulating Type
V-5	Valve, Manually Operated
V-6	Valve, Motor Operated
V-9	Backflow Preventer
W-2	Wash, Emergency
W-9	Water Treatment for Heating Systems
X-23	Heater Unit, Electric
X-29	Chemical Feeder

List of Government Furnished Equipment

Quantity	Description
1	Hammer drill (Hilti TE22 or equivalent) with 1/4 through 7/8 bits and hammer chisel tips pointed and flat
1	Variable speed reciprocating saw (Milwaukee Sawzall) with blade assortment
1	1/2" variable speed drill (Milwaukee Magnum 0234-1)
2	3/8 variable speed cordless drills with rechargers (Milwaukee 0394-1)
1	1/2 electric impact wrench (Black & Decker 2670)
1	4-1/2 portable disc grinder (Skil 9611)
1	7-1/4 circular saw (Milwaukee 6365)
2	3 HP 20 gal wet/dry vac (Shop Vac) with hose and attachments
1	14" multispeed drill press
1	7" diameter 1/2 HP bench grinder with eye shields
1	2 HP heavy duty portable air compressor with 25 ft of 3/8 rubber hose, regulator, blower and air chuck accessories, and quick connect fittings.
1	4600 W Portable power generator
1	Air acetylene outfit B tank with plumbing tips for soldering and swirl jet tips for brazing
1	Air balance bolometer with 2x2 and 1x4 hoods (ALNOR)
1	Oxyacetylene torch with 40 cf acetylene, 60 cf oxygen tanks, two
2	4" - 24 HR temperature recorders with range of +45 to 90 with 200 charts (Dickson)
2	Digital multimeter fluke model 23 series II
2	Holster for fluke meter, fluke no. C704
1	AC current clamp fluke model 80i-400
1	A/C D/C current clamp fluke model 80i-410
1	Temperature probe fluke 8T-15OU
1	Capacitor tester with readout
1	Voltage detector
1	Dial contact tachometer
1	4-way refrigeration manifold gauge set R-12/R-22
1	3-Way refrigeration manifold gauge set R-134A/R404A
2	Imperial 16C coupler
1	5 cfm refrigeration service vacuum pump
1	High pressure washer 700 psi with trigger wand
1	Halide leak detector
1	Submersible utility pump with automatic shutoff
1	Improve Ct23-10B
1	Model E kinetic water ram
1	6" heavy duty bench vise and pipe jaws
1	drill press vise
1	16" electric chain saw

Quantity	Description
1	Drain cleaning machine rigid model K-50-8 with 100' 5/8 cable and head, 3/8 and 5/16 cable adapters with drums
1	Dremal motor tool set model 3950
3	3 gallon pump-up chemical sprayer
1	Professional key cutting machine
1	Electric engraver
1	Circuit tracer (toner)
1	Professional quality tool storage - 12 drawer 33-36" wide chest and 9 drawer cabinet 33-36" wide
1	Weller soldering gun
1	2 Ton hydraulic bottle jack
2	72" Johnson bar
3	5' x 2' Wooden platform trucks
3	500 lb.'s capacity hand trucks
4	16 x 24 flush hardwood dollies
9	16 x 30 Rubbermaid Duramold service carts - 2 shelf
2	24 x 36 Rubbermaid Duramold service carts - 2 shelf
1	500 W portable utility light with stand
1	5 cft wheel barrow
1	Heavy duty ratchet cable puller
1	225 amp AC arc welder with helmet
1	Black & Decker workmate model 400
1	Oily rag can
2	Industrial grade metal storage cabinets 78" x 24" x 36"
4	50' 5/8 rubber hose
2	100' portable hose reels
2	Pistol grip hose nozzles
2	Round point shovel
1	Square point shovel
4	Plastic snow shovel
2	Plastic snow pushers
30	28" orange traffic cones
3	Hearing protectors (over the ear type)
2	6 ga. 16 ft. jumper cables
2	Chemical eye wash stations
2	Clear face shields
1	13 pc. Hole saw kit, 3/4 through 2-1/2
2	29 pc. 1/16 to 1/2" drill bit sets with index
1	3 pc. Countersink bit kit
1	3 pc unit set
1	Heavy duty staple gun (Arron T50M)
1	Insulation staple gun
1	Plumbers service kit includes 1/2", 3/4", 1" dies, die ratchet, pipe cutter up to 1/2 - 1" and pipe wrench in a molded case (Super Ego)
2	14" aluminum pipe wrench (Rigid)
1	10" steel pipe wrench (Rigid)
1	24" aluminum pipe wrench (Rigid)
1	36" aluminum pipe wrench (Rigid)
1	Rigid model 2/31340 pipe strap wrench
1	Basin wrench
1	45' flaring and swaging tool imperial model (275FS)

Quantity	Description
1	Tubing cutter rigid model 15/32920
1	Tubing cutter rigid model 152/31642
1	Tubing cutter rigid model 104/32985
6	Toilet plungers
1	Toilet Auger
1	24" bolt cutters
1	77 pc. Carbon steel tap and die set
1	Precision measuring kit (General S-004)
1	Dial indicator Starrett (Model 196A12)
1	Flex arm dial indicator magnetic base
1	2 jaw puller 5" spread
1	2/3 combination jaw puller 7" spread
1	4-1/2" bearing separator
1	Bolt grip puller set
1	100' fish tape
1	1/2" conduit bender
1	3/4" conduit bender
2	25' 14/3 indoor/outdoor extension cords
4	50' 14/3 indoor/outdoor extension cords
2	cord rells
1	1/2" Greenlee knockout tool (Slugbuster) toolbox
1	3/4" Greenlee knockout tool (Slugbuster) toolbox
2	25' heavy duty drop lights side outlets
1	wire stripper and crimp tool (VACO)
1	Large rechargeable flashlights
1	10" channellock pliers
1	14" channellock pliers
1	8" diagonal cutters
1	7" long nose pliers
1	6" needle nose pliers
1	curved needle nose pliers
1	7" curved jaw locking pliers (Visegrip)
1	10" curved jaw locking pliers (Visegrip)
1	6" long nosed curved jaw locking pliers (Visegrip)
1	Right cut aviation snips - WISS MIR
1	Left cut aviation snips - WISS MIR
1	Straight cut aviation snips - WISS MIR
1	Straight tinner snips - WISS A-9
1	duct nipples - WISS M41R
1	10" adjustable wrench (Diamond)
1	12" adjustable wrench (Diamond)
1	15" adjustable wrench (Diamond)
1	18" adjustable wrench (Diamond)
1	17-20 pc. Screwdriver set professional quality 0-4 Phillips up to 10" straight, stubby and offset
1	7 pc. Nutdriver set 3/16 - 1/2"
1	Set magnetic nut setter power bits 1/4" thru 1/2" in a case
1	Set screwdriver power bits straight tip and Phillips in a case
1	Impact screwdriver
1	One-way screw remover set
1	Set of Torx screwdriver bits, T-10 through T-40

Quantity	Description
1	12 pc. Multiangle long hex head wrenches .50 - 5/16 (Allen)
1	1/4 drive socket set - including but not limited to: 9 - 6 pt. Sockets 3/16" thru 1/2" 7 - 6 pt. Sockets 1/4" - 1/2" 4 - extension 1 - flexible extension 1 - ratchet 1 - universal joint 1 - Sliding tee handle 1 - driver handle
1	3/8 drive socket set including but not limited to: 1 - ratchet 1 - universal ratchet 1 - breaker bar 1 - universal joint 1 - speed wrench 1 - sliding tee handle 4 - extension (various lengths) 1 - 3/8" to 1/4" drive adapters 1 each - 12 pt. Sockets 1/4" - 13/16" 1 each - 12 pt. Deep sockets 3/8" - 7/8" 1 each - hex bit tips 1/8" - 3/8" 1 each - Phillips and straight driver tips
1	1/2 drive socket set including but not limited to: 1 - ratchet 1 - breaker bar 1 - speed wrench 1 - Sliding tee handle 1 - universal joint 4 - extensions 1 each - 12 pt. Sockets 7/16" - 1-1/4" 1 each - 6 pt. Sockets 7/16" - 1-1/4" 1 each - 12 pt. Sockets 7/16" - 1-1/8" 1 each - Hex bits 1/2, 9/16, 5/8 1 each - impact sockets 7/16" - 1-1/8" 1 - 1/2 to 3/8 drive adapter
1	1/2 drive 30-150 ft/pound micrometer type torque wrench
1	3/4 drive socket set inducing but not limited to : 1 - breaker bar 1 - ratchet 1 each - 12 pt sockets 7/8" - 2" 2 - extension 1 - universal joint
1	Set 1 pt. Combination wrenches 5/16" - 1-1/4"
1	Set open end ignition wrenches 13/64 - 11/32"
1	Set offset ratching box wrenches 1/4 -7/8"
1	1602 claw hammer
1	20 02 rip hammer
1	Rubber Mallet
1	8 oz Ball pein hammer
1	12 oz ball pein hammer

Quantity	Description
1	16 oz ball pein hammer
1	24 oz ball pein hammer
1	Welders chipping hammer
1	1.5 lb soft faced dend blow hammer
1	3 lb. Drilling hammer
1	7 pc. Chisel set 5/16 - 7/8
1	7 pc. Pin punch set 1/16 - 5/16
1	Center punch set (5 pc.)
1	Small alignment tool
1	Large alignment tool
1	Awl
1	Brick chisel
1	4 pc. Wood chisel set
1	26" 8 point hand saw
1	Drywall saw (keyhole)
1	Jab saw for hacksaw blades
1	Tubular hack saw frame
1	Rivit gun
1	Internal/external snap ring pliers
1	6" flat bastard file with handle
1	8" flat bastard file with handle
1	10" flat bastard file with handle
1	12" flat bastard file with handle
1	8" round bastard file with handle
1	8" wood rasp
1	File card
2	Wire brushes (hand held)
2	6" C-clamps
2	8" C-clamps
1	4' wood level
1	2' aluminum level
2	25' tape measure
1	16 x 24 framing square
1	12" Combination square
1	Plumb bob
1	Caulk box with line
2	Pair knee pads nylon and plastic types
1	Torpedo level
2	Frame type caulking guns
1	1000' measuring wheel
2	36" crow bars
1	16 lb. digging bar
1	14" wonder bar
1	retractable utility knife
1	3" stiff scraper
1	1-1/2" stiff scraper
1	1-1/2" flexible putty knife
1	6" taping knife
1	12" skimming knife
1	Retractable utility scraper (uses blades)
2	7" Roller Frames

Quantity	Description
2	3" Paint brushes, good quality
2	Drop clothes 4' x 8'
1	Sanding pole
2	Paint pans
1	Bricklayers trowel
1	Small painting trowel
2	Shop broom (smooth bristles)
1	Concrete broom
1	Hand broom (Smooth Bristle)
1	Metal dust pan
4	5 gallon gas cans
1	Safety glasses
1	Magnetic pickup tool
2	Electronic stud finder
1	Folding inspection mirror
2	coil fin straightening set
1	Schrader core removing tool
1	Air conditioning service valve wrench 3/16 - 3/8
1	Set gasket cutting punches
	feeler gauge
1	Mechanics stethoscope
1	Fuse puller
2	Pistol grip grease gun with 12" flex hose
1	Battery refill bottle
1	Battery hydrometer
	alphabetical and numerical carbon steel stamp kit
1	small file set
1	Lock pinning set includes Schlage locks
1	Internal pipe wrenches for 3/8 - 1"
1	chain wrench, 5" capacity
1	Metric Hex key set 4 mm - 10 mm
1	Taper paint brass punch
1	3/8" diameter brass punch
1	Battery operated megohmmeter
1	0 - 2 " w.c. magnehelic gage with hose and props
1	Jewelers screwdriver set
2	Floor squeegees 24"
1	12 Shelf wall rack with 96 polypropylene bins 17-7/8 x 4-1/8 x 4 with dividers
2	60 drawer small part storage cabinet
	Sliding 4 drawer parts cabinet with removable hinged lid drawers 11-3/4 x 15-1/4 x 11 1/4, 16
2	compartment
1	Sliding 4 drawer parts cabinet with removable hinged lid drawers 15-3/4 x 20 x 15H
	compartment
2	30 gallon, 1 shelf flammable liquid storage cabinet
2	Large first aid kits
1	Tile cutter with padded base and tile breaker
8	6' Fiberglass step ladders type 1A
3	8' Fiberglass step ladders type 1A
1	10' wood step ladders type 1A
1	12' wood step ladders type 1A
2	20' Fiberglass extension ladders type 1A

Quantity	Description
1	24' Fiberglass extensions ladders type 1A
1	8' - 14' wood extension plank

SCA NO: 94-2103 REV-33 ISSUED 03/10/2005

WAGE DETERMINATION NO: 94-2103 REV (33) AREA: DC, DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD:94-2104

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

William W.Gross	Division of		Wage Determination No.: 1994-2103
Director	Wage Determinations		Revision No.: 33
			Date Of Revision: 03/10/2005

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	12.16
01012 - Accounting Clerk II	12.86
01013 - Accounting Clerk III	14.89
01014 - Accounting Clerk IV	16.65
01030 - Court Reporter	17.02
01050 - Dispatcher, Motor Vehicle	16.50
01060 - Document Preparation Clerk	12.75
01070 - Messenger (Courier)	10.23
01090 - Duplicating Machine Operator	12.75
01110 - Film/Tape Librarian	15.10
01115 - General Clerk I	11.68
01116 - General Clerk II	13.72
01117 - General Clerk III	15.32
01118 - General Clerk IV	18.74
01120 - Housing Referral Assistant	19.30
01131 - Key Entry Operator I	12.67
01132 - Key Entry Operator II	13.82
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	13.05
01262 - Personnel Assistant (Employment) II	15.10
01263 - Personnel Assistant (Employment) III	17.02
01264 - Personnel Assistant (Employment) IV	19.60
01270 - Production Control Clerk	18.89
01290 - Rental Clerk	15.42
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	16.11

01312 - Secretary II	17.31
01313 - Secretary III	19.30
01314 - Secretary IV	21.45
01315 - Secretary V	23.75
01320 - Service Order Dispatcher	15.82
01341 - Stenographer I	15.15
01342 - Stenographer II	16.47
01400 - Supply Technician	21.45
01420 - Survey Worker (Interviewer)	16.43
01460 - Switchboard Operator-Receptionist	12.06
01510 - Test Examiner	17.31
01520 - Test Proctor	17.31
01531 - Travel Clerk I	11.63
01532 - Travel Clerk II	12.49
01533 - Travel Clerk III	13.41
01611 - Word Processor I	12.75
01612 - Word Processor II	15.10
01613 - Word Processor III	17.02
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	15.10
03041 - Computer Operator I	15.10
03042 - Computer Operator II	17.02
03043 - Computer Operator III	18.89
03044 - Computer Operator IV	21.09
03045 - Computer Operator V	23.35
03071 - Computer Programmer I (1)	19.64
03072 - Computer Programmer II (1)	23.33
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	15.10
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.73
05010 - Automotive Glass Installer	17.88
05040 - Automotive Worker	17.88
05070 - Electrician, Automotive	18.95
05100 - Mobile Equipment Servicer	15.69
05130 - Motor Equipment Metal Mechanic	19.98
05160 - Motor Equipment Metal Worker	17.88
05190 - Motor Vehicle Mechanic	20.07
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	17.88
05310 - Painter, Automotive	18.95
05340 - Radiator Repair Specialist	17.88
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	19.98
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.91
07010 - Baker	12.25
07041 - Cook I	11.53
07042 - Cook II	12.79
07070 - Dishwasher	9.76
07130 - Meat Cutter	16.07
07250 - Waiter/Waitress	8.59
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55

09070 - Furniture Refinisher	18.05
09100 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	14.27
11121 - House Keeping Aid I	9.97
11122 - House Keeping Aid II	10.77
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	11.65
11240 - Maid or Houseman	9.97
11270 - Pest Controller	12.49
11300 - Refuse Collector	11.69
11330 - Tractor Operator	14.00
11360 - Window Cleaner	10.51
12000 - Health Occupations	
12020 - Dental Assistant	16.90
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	15.83
12071 - Licensed Practical Nurse I	15.86
12072 - Licensed Practical Nurse II	17.79
12073 - Licensed Practical Nurse III	19.92
12100 - Medical Assistant	12.94
12130 - Medical Laboratory Technician	16.32
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.47
12221 - Nursing Assistant I	9.32
12222 - Nursing Assistant II	10.48
12223 - Nursing Assistant III	11.94
12224 - Nursing Assistant IV	13.40
12250 - Pharmacy Technician	13.02
12280 - Phlebotomist	13.40
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	29.47
12313 - Registered Nurse II, Specialist	29.47
12314 - Registered Nurse III	35.65
12315 - Registered Nurse III, Anesthetist	35.65
12316 - Registered Nurse IV	42.73
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	20.85
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.07
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 - Librarian	24.54
13050 - Library Technician	17.18
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.71
15030 - Counter Attendant	8.71
15040 - Dry Cleaner	10.94
15070 - Finisher, Flatwork, Machine	8.71
15090 - Presser, Hand	8.71

15100 - Presser, Machine, Drycleaning	8.71
15130 - Presser, Machine, Shirts	8.71
15160 - Presser, Machine, Wearing Apparel, Laundry	8.71
15190 - Sewing Machine Operator	11.73
15220 - Tailor	12.43
15250 - Washer, Machine	9.31
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.95
19040 - Tool and Die Maker	23.05
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	19.38
21020 - Material Coordinator	19.05
21030 - Material Expediter	19.05
21040 - Material Handling Laborer	11.50
21050 - Order Filler	13.21
21071 - Forklift Operator	16.04
21080 - Production Line Worker (Food Processing)	15.93
21100 - Shipping/Receiving Clerk	13.15
21130 - Shipping Packer	13.15
21140 - Store Worker I	9.06
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.05
21210 - Tools and Parts Attendant	16.99
21400 - Warehouse Specialist	16.04
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	22.24
23040 - Aircraft Mechanic Helper	14.71
23050 - Aircraft Quality Control Inspector	23.43
23060 - Aircraft Servicer	17.82
23070 - Aircraft Worker	18.09
23100 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.68
23130 - Carpenter, Maintenance	18.95
23140 - Carpet Layer	17.80
23160 - Electrician, Maintenance	22.59
23181 - Electronics Technician, Maintenance I	19.42
23182 - Electronics Technician, Maintenance II	21.92
23183 - Electronics Technician, Maintenance III	23.87
23260 - Fabric Worker	16.61
23290 - Fire Alarm System Mechanic	19.98
23310 - Fire Extinguisher Repairer	15.69
23340 - Fuel Distribution System Mechanic	21.05
23370 - General Maintenance Worker	17.28
23400 - Heating, Refrigeration and Air Conditioning Mechanic	20.87
23430 - Heavy Equipment Mechanic	19.98
23440 - Heavy Equipment Operator	20.76
23460 - Instrument Mechanic	19.98
23470 - Laborer	14.27
23500 - Locksmith	18.95
23530 - Machinery Maintenance Mechanic	20.51
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	14.54
23640 - Millwright	21.85
23700 - Office Appliance Repairer	18.95
23740 - Painter, Aircraft	21.29
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	22.76
23800 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	19.98
23850 - Rigger	19.98

23870 - Scale Mechanic	17.88
23890 - Sheet-Metal Worker, Maintenance	19.98
23910 - Small Engine Mechanic	20.05
23930 - Telecommunication Mechanic I	22.21
23931 - Telecommunication Mechanic II	23.41
23950 - Telephone Lineman	22.21
23960 - Welder, Combination, Maintenance	19.98
23965 - Well Driller	19.98
23970 - Woodcraft Worker	19.98
23980 - Woodworker	15.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.58
24580 - Child Care Center Clerk	16.15
24600 - Chore Aid	9.29
24630 - Homemaker	16.75
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.57
25040 - Sewage Plant Operator	19.52
25070 - Stationary Engineer	22.57
25190 - Ventilation Equipment Tender	15.24
25210 - Water Treatment Plant Operator	19.72
27000 - Protective Service Occupations	
(not set) - Police Officer	23.19
27004 - Alarm Monitor	16.79
27006 - Corrections Officer	18.10
27010 - Court Security Officer	20.72
27040 - Detention Officer	18.29
27070 - Firefighter	20.97
27101 - Guard I	11.51
27102 - Guard II	15.16
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	19.89
28020 - Hatch Tender	19.89
28030 - Line Handler	19.89
28040 - Stevedore I	18.71
28050 - Stevedore II	21.11
29000 - Technical Occupations	
21150 - Graphic Artist	22.81
29010 - Air Traffic Control Specialist, Center (2)	32.70
29011 - Air Traffic Control Specialist, Station (2)	22.54
29012 - Air Traffic Control Specialist, Terminal (2)	24.82
29023 - Archeological Technician I	15.78
29024 - Archeological Technician II	17.58
29025 - Archeological Technician III	21.94
29030 - Cartographic Technician	23.33
29035 - Computer Based Training (CBT) Specialist/ Instructor	31.26
29040 - Civil Engineering Technician	22.19
29061 - Drafter I	14.31
29062 - Drafter II	16.57
29063 - Drafter III	18.53
29064 - Drafter IV	23.33
29081 - Engineering Technician I	17.67
29082 - Engineering Technician II	19.84
29083 - Engineering Technician III	22.54
29084 - Engineering Technician IV	27.49
29085 - Engineering Technician V	33.62
29086 - Engineering Technician VI	40.67
29090 - Environmental Technician	21.22
29100 - Flight Simulator/Instructor (Pilot)	36.95
29160 - Instructor	26.54

29210 - Laboratory Technician	18.56
29240 - Mathematical Technician	23.70
29361 - Paralegal/Legal Assistant I	20.03
29362 - Paralegal/Legal Assistant II	24.82
29363 - Paralegal/Legal Assistant III	30.35
29364 - Paralegal/Legal Assistant IV	36.73
29390 - Photooptics Technician	23.33
29480 - Technical Writer	28.55
29491 - Unexploded Ordnance (UXO) Technician I	20.78
29492 - Unexploded Ordnance (UXO) Technician II	25.14
29493 - Unexploded Ordnance (UXO) Technician III	30.13
29494 - Unexploded (UXO) Safety Escort	20.78
29495 - Unexploded (UXO) Sweep Personnel	20.78
29620 - Weather Observer, Senior (3)	21.32
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622 - Weather Observer, Upper Air (3)	18.30
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	8.62
31290 - Shuttle Bus Driver	13.45
31300 - Taxi Driver	12.71
31361 - Truckdriver, Light Truck	13.89
31362 - Truckdriver, Medium Truck	17.09
31363 - Truckdriver, Heavy Truck	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	10.47
99030 - Cashier	9.82
99041 - Carnival Equipment Operator	12.35
99042 - Carnival Equipment Repairer	13.30
99043 - Carnival Worker	8.31
99050 - Desk Clerk	9.78
99095 - Embalmer	19.79
99300 - Lifeguard	10.92
99310 - Mortician	24.77
99350 - Park Attendant (Aide)	13.71
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.12
99500 - Recreation Specialist	16.99
99510 - Recycling Worker	15.47
99610 - Sales Clerk	11.08
99620 - School Crossing Guard (Crosswalk Attendant)	11.37
99630 - Sport Official	11.24
99658 - Survey Party Chief (Chief of Party)	18.39
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.48
99660 - Surveying Aide	11.43
99690 - Swimming Pool Operator	13.93
99720 - Vending Machine Attendant	10.73
99730 - Vending Machine Repairer	13.93
99740 - Vending Machine Repairer Helper	11.34

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or

successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (a numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. A operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the

following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the term of the Government contract, by the contractor, by law, or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorize representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employee performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

□

SECTION J - ATTACHMENTS

ATTACHMENT 9

DAY PORTER AND NIGHT TIME AND WEEKEND CLEANING QUALITY REQUIREMENTS

1. Daily Day Porter Service: The Contractor shall provide the necessary day porters to perform the daily duties during the hours of 8:00 AM and 4:00 PM set forth below:

a. Toilet rooms: (Including private toilet rooms and lounges, showers, locker rooms and utility sinks.)

(1) **Twice a day** between 8:00 AM and 4:00 PM, empty waste receptacles and service dispensers, inspect rooms and clean wash basins. Report broken items to the COR.

NOTE: The Contractor shall replenish all dispensers in all of the toilet rooms to maximum capacity during the afternoon of the last day of the contract period of performance. All supplies will be approved by the COR prior to use in the TMFJB. Paper supplies and hand soap remaining at the termination of the last official workday shall not be removed from the dispensers.

Quality Requirement:

All dispensers shall be filled with soap or paper towels. Waste receptacles shall be emptied. Toilet stall feminine product receptacles shall be lined with plastic bags or waxed paper bags and emptied, disinfected and a new bag inserted.

(2) **Sweep and wet mop or scrub** floor utilizing an approved cleaner disinfectant.

Quality Requirement:

Sweeping, Wet Mopping or Scrubbing: The floors shall be clean and free of dirt, water streaks, mop marks, string, gum grease, tar and present an overall appearance of cleanliness. All surfaces, baseboards, and corners shall be clean and dry.

(3) **Clean all surfaces and fixtures** to include toilets, urinals, vents, shelving, wash basins, shower stalls, shower curtains, partitions, mirrors, waste receptacles, dispensers and wall surfaces, utilizing a cleaner disinfectant. Raise toilet seats.

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Quality Requirement:

Surface and Fixture Cleaning: All fixtures and surfaces shall be clean, bright, and there shall be no dust spots, soil substances discoloration, rust, green mold, encrustation, or excess moisture.

- b. Inspect and clean designated smoking area of Columbus Circle and Massachusetts Avenue (grassy area/benches) between 8:30 am and 10:00 am and again, between 1:00 pm and 3:00 pm.**

Quality Requirement:

Cigarette butts, ashes, and other discarded material shall be removed from the ash cans/receptacles and wiped so that it is free of dust, ashes, odors, tar, streaks and tobacco stains. Damp wipe all benches.

- c. Clean sides of plate glass entrance doors and adjacent surfaces (sidelights) to offices within the building.**

Quality Requirement:

Interior Glass Cleaning: Glass shall be clean and free of dirt, dust, streaks, watermarks, finger prints, soot and grime and shall not be cloudy.

- d. Main entrances, Main Lobbies, and Main Corridors:** Sweep bare floors and vacuum carpeted floor areas. Clean and polish door knobs, push bars, kick plates, railings and metal surfaces; clean and polish handrails, doors and wood surfaces; clean spots and marks off walls, dust all surfaces within approximately 70 inches from the floor. Spot clean carpet. Walk-off mats shall be cleaned of dirt, gum and debris. Report any items needing repair to the COR in writing.

Quality Requirements:

(1) Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners or behind doors. Build-up, spillage or crusted material, shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

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(2) Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of vacuuming task.

(3) Surfaces shall be free of smears, stains and fingerprints. Surfaces shall be clean, bright and polished to a uniform luster.

(4) Wood surfaces shall be clean and free of smudges and residue.

(5) Smudges, marks or spots shall have been removed without causing discoloration.

(6) There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

e. Passenger Elevators: Clean all surfaces in the interior car including floor track, and polish metal surfaces. Clean exterior surfaces of all doors and frames. Vacuum and spot clean carpets, damp mop and spray buff resilient floors.

Quality Requirement:

(1) All vertical and horizontal surfaces shall be clean and free of dirt and dust.

(2) Surfaces shall be clean and free of finger marks and smudges.

(3) Metal surfaces shall have a polished and lustrous appearance.

(4) Floor track shall be clean and free of cigarette butts, matches, dirt and grime.

(5) Elevator carpets shall be free of dust balls, dirt and other debris.

(6) All carpets shall be clean, free of spots, spillages and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.

(7) Floor shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area shall have a uniform luster.

f. Drinking Fountains: Clean drinking fountains.

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Quality Requirement:

The stainless steel surfaces shall be clean and bright and they shall be free of dust, spots, stains, and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc.

g. North and South Lobby Guards Desks and Elevator Lobby Paneling: Empty wastebaskets, dust horizontal surfaces of furniture and sweep floors.

Quality Requirement:

(1) Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners and under furniture.

(2) Surfaces shall be free of smears, stains and finger prints. Surfaces shall be clean, bright and polished to a uniform luster.

(3) Wood surfaces shall be clean and free of smudges and residue.

(4) Smudges, marks or spots shall have been removed without causing discoloration.

(5) There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

h. Exterior cleaning: Sweep entrances landing, steps and sidewalks, adjacent to entrances and inspect the area thoroughly in the morning and in the afternoon, or more frequently as necessary to maintain a clean and presentable exterior. Inspect and clean all sidewalks, parking areas, driveways, lawns, weather permitting.

Quality Requirement:

(1) Areas shall be clean of all dirt, ashes, cigarette butts, matches, and trash. No dirt shall be left where sweepings were picked up.

(2) Areas shall be free of all paper, gum, trash, bottles, and other discarded materials.

(3) Three times a week (Monday, Wednesday, Friday): Weather permitting, wash down outside entrances with a water hose before occupants official starting time.

(4) Weekly: Sweep sidewalks, atrium plaza, 2nd street steps, Massachusetts Avenue steps, mowing strip, and parking ramp, loading dock entrance and walkway, including the Thurgood Marshall Child Development Center play court, weather permitting.

**i. South Lobby Concourse, Auditorium and Judicial Conference Center
Telephone Areas:** Daily: Clean all vertical and horizontal surfaces

Quality Requirement:

(1) Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners and under furniture.

(2) Surfaces shall be free of smears, stains and finger prints. Surfaces shall be clean, bright and polished to a uniform luster.

(3) Wood surfaces shall be clean and free of smudges and residue.

(4) Smudges, marks or spots shall have been removed without causing discoloration.

(5) There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

j. Thurgood Marshall Child Development Center (CDC): Diaper pails shall be disinfected (inside and out) and a new clean plastic liner installed at minimum twice daily. Soiled diapers shall be sealed in plastic bags and removed from the area at least two times each day or more frequently as necessary to maintain a clean and healthy environment in the CDC.

Quality Requirement:

All diaper pails shall be emptied, disinfected, and a new plastic liner installed. Emptied bags shall be sealed and immediately removed from the CDC.

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- k. **Health Unit:** Cleaning of the Health Unit shall not commence before 3:00 p.m. The Contractor shall thoroughly dust and polish all horizontal and vertical surfaces and under surfaces of furniture. Clean desktops. Thoroughly vacuum full rug area and sweep all floor areas. Wet mop hard floor where necessary. Empty waste receptacles and remove trash to designated disposal area. Clean all toilet fixtures including all toilets, urinals, shelving wash basins, shower stalls, mirrors, surfaces utilizing a cleaner-disinfectant. Supply soap and paper towels where dispensers are provided. Report any items needing repairs in writing to the COR.

Quality Requirement:

- (1) There shall not be any obvious dust streaks. Corners, crevices, moldings, ledges shall be free of all obvious dust. There shall not be any oils, spots, or smudges on desk/glass or dusted surfaces.
- (2) Floor surfaces shall be free of obvious spillage, stains, spots, or debris. There shall be an approved process to remove obvious dirt and debris from around and under furniture. Spot clean carpet to remove spots. All carpet spots reported to the Custodial Supervisor on the daily service request shall be removed within 24 hours of logged in date.

2. Night Time and Weekend Cleaning:

- a. **Toilets:** Daily: Damp wipe all surfaces. Weekly: Damp mop and spray buff all resilient floors.

Quality Requirement:

- (1) Damp Wiping: All dirt, dust, water stains, spots, streaks and smudges shall be removed from the surfaces
- (2) Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished areas and shall have a uniform luster. There shall be no build-up of finish in corners or crevices.
- (3) Every Two Months: Damp wipe the entire surface area of all rest room walls, doors, windows, window frames, vents, sills and wastepaper receptacles, utilizing a multi-purpose disinfectant-deodorizer cleaner

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(4) Semi-Annually: Strip and apply four coats of floor finish to resilient floors. Strip and seal all hard floors. Note: Under no circumstances shall dry stripping methods be used.

(a) Stripping: All old finish or wax shall be removed. There shall be no evidence of gum, rust, burns or scuff.

(b) Apply a finish using an approved floor care program (reference guidance stipulated by the manufacturer) which is equal to or exceeds the requirements described above. Any change during the term of this contract, including any options exercised by the Government, must be approved by the COR

(c) Finishing: Walls, tile cove base, and other vertical surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have uniform luster and be slip resistant.

(d) Sealing: Sealant must adhere to the floor. All floor areas must be evenly coated with slip resistant seal. Spots and stains shall be eliminated.

b. Offices, floor lounges, floor and suite pantries, floor copier rooms, 4th and 6th floor libraries, and copier/file rooms: Includes all areas not specifically identified elsewhere in this Contract.

(1) **Daily: Empty all waste baskets**, insert plastic trash bags, and remove trash to the loading dock or location specified by the COR. Clean mirrors and supply paper towels where dispensers are provided. Clean the rooms used for the collection of solid wastes. Wash or steam clean all cans used for collection of food remnants, inside and out. Note: Cart and containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction and shall be leakproof.

Quality Requirement:

Solid Waste Collection: All solid wastes generated in the building except solid wastes, generated in the cafeteria, if any, shall be collected and removed to storage areas designated for trash by the COR.

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(2) Clean all fixtures

Quality Requirement:

Wash basins shall be clean and bright, there shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture. Mirrors shall be clean and free of dirt, dust, streaks and spots.

(3) Sweep bare floor and vacuum carpet in open and private office spaces.

Quality Requirement:

(a) Thorough Sweeping/Vacuuming: Floor surfaces shall be free of obvious spillage, stains, spots, or debris. There shall be an approved process to remove obvious dirt and debris from around and under furniture. Spot clean carpet to remove all spots. All carpet spots reported to the Custodial Supervisor as a service request shall be removed within 24 hours of receipt.

(b) Build-up, spillage or crusted material, shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

(4) Spot clean walls (within 70 vertical inches above the floor) and floors to remove all stains.

Quality Requirement:

Wall surface shall be free of smudges, marks, dirt and spots. The spots shall be removed without obvious discoloration.

(5) Dust horizontal surfaces of furniture and clean glass desk tops/covers. Note: In dusting of horizontal spaces, working papers shall not be disturbed.

Quality Requirement:

There shall be no obvious dust streaks. Corners, crevices, moldings, ledges shall be free of all obvious dust. There shall be no oils, spots or smudges on desk glass or dusted surfaces.

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c. Chambers, conference rooms, Judicial conference center, Federal Judicial Center Education Center training rooms, auditorium, United States Sentencing Commission hearing room and Commissioners offices, AO Director, FJC Director, JPML, Thurgood Marshall Child Development Center (hours specified by Thurgood Marshall Child Development Center Director), Fitness Center (hours specified by Fitness Center board or COR), Chamber office/suites (hours specified by COR and US Supreme Court), and cafeteria:

- (1) Daily:** Thoroughly dust and polish all horizontal and vertical surfaces and under surfaces of furniture. Clean glass desktops. Thoroughly vacuum full rug area and sweep full floor area, including any hardwood floors. Empty waste receptacles and remove trash to designated disposal area. Clean all toilet fixtures including toilets, urinals, shelving wash basins, shower stalls, shower curtains, rubber mats inside shower stalls, mirrors, and surfaces utilizing a cleaner-disinfectant. Supply soap and paper towels where dispensers are provided. Wet mop hard floors where necessary. Clean both sides of plate glass entrance doors and sidelights. Report any items needing repairs in writing to the COR.
- (2) Thurgood Marshall Child Development Center:** All vertical and horizontal surfaces in the center shall be cleaned and disinfected daily. Daily cleaning and disinfecting includes cleaning individual "cubbies", door and cabinet hardware and mirrors. Floors shall be vacuumed or damp mopped and disinfected. Diaper pails shall be disinfected (inside and out) and a new clean plastic liner installed at minimum twice daily. Soiled diapers shall be sealed in plastic bags and removed from the area at least two times each day or more frequently as necessary to maintain a clean and healthy environment in the center. Access for night time cleaning of the CDC is through the mezzanine level and by a security escort only.
- (3) Cafeteria:** The Contractor shall perform general cleaning of the common eating areas and walls (cleaning will be performed at night on a daily basis) and shall provide garbage removal service from the loading dock. The common area is defined as all open space accessible to and used by the public after entrance of, but before exiting from, the cafeteria. The eating area is the portion of the Cafeteria that is used for dining by the public. The Contractor will not be responsible for the cleaning of furniture (tables and seats) in the eating area.

Quality Requirement:

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(a) There shall be no obvious dust streaks. Corners, crevices, moldings, ledges shall be free of all obvious dust. There shall be no oils, spots or smudges on desk glass or dusted surfaces.

(b) Floor surfaces shall be free of obvious spillage, stains, spots, or debris. There shall be an approved process to remove obvious dirt and debris from around and under furniture. Spot clean carpet to remove spots. All carpet spots reported to the Custodial Supervisor on the daily service request shall be removed within 24 hours of logged in date.

d. Parking Garage Entrance Lobbies, Floor Lobbies, and Corridors

(1) **Daily:** Sweep bare floors and vacuum carpeted floor areas. Clean and polish door knobs, push bars, kick plates, railings and metal surfaces; clean and polish handrails, doors and wood surfaces; clean spots and marks off walls, dust all surfaces within approximately 70 inches from the floor. Spot clean carpet. Walk-off mats shall be cleaned of dirt, gum, and other debris. Report any items needing repair to the COR in writing.

Quality Requirements:

(a) Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

(b) Carpet Spot Cleaning: Build-up, spillage or crusted material, shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent areas.

(c) Carpets shall be clean and free from dust balls, dirt and other debris, the nap on carpets shall lie in one direction upon completion of the vacuum task.

(d) Surfaces shall be free of smears, stains and fingerprints. Surfaces shall be clean, bright and polished to a uniform luster.

(e) Wood surfaces shall be clean and free of smudges and residue.

(f) Smudges, marks or spots shall have been removed without causing discoloration.

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(g) There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

(2) Damp mop and spray buff all hard and resilient floors.

Quality Requirement:

Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment.

(3) Clean both sides of entrance door glass and surrounding entrance doors.

Quality Requirement:

All glass shall be clean and free of dirt, grime, dust, streaks, watermarks, spots, and shall not be cloudy.

(4) Quarterly: Clean and polish door thresholds

Quality Requirements:

Thresholds shall be clean and free of oil, grease, dirt and grime.

(5) Semi-Annually: Strip and apply four coats of floor finish to resilient floors. Strip and seal all hard floors. Note: Under no circumstances shall dry stripping methods be used.

Quality Requirements:

(a) Stripping: All old finish or wax shall be removed. There shall be no evidence of gum, rust, burns or scuff.

(b) Apply a finish using an approved floor care program (reference guidance stipulated by the manufacturer) which is equal to or exceeds the requirements described above. Any change during the term of this contract, including any options exercised by the Government, must be approved by the COR

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(c) Finishing: Walls, tile cove base, and other vertical surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have uniform luster and be slip resistant.

(d) Sealing: Sealant must adhere to the floor. All floor areas must be evenly coated with slip resistant seal. Spots and stains shall be eliminated.

(6) Carpet shall be shampooed.

Quality Requirement:

All carpets shall be clean, free of spots, spillages and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.

e. Stairways:

(1) Three times Weekly: Sweep, or vacuum stair landings and steps. Dust railings, ledges, grilles, stand pipes. Spot clean walls, doors, radiators, and stairs/landings to remove any spillages. Report any items in need of repair in writing to COR.

Quality Requirement:

Landings and treads shall be free of dirt, dust, and other loose foreign matter. Railings, ledges, grilles, fire apparatus, and doors shall be dust free.

(2) Monthly: Wet mop or scrub steps, risers and landings; clean glass surfaces and polish bright metal and woodwork. Spot clean walls to a height of approximately 70 inches.

Quality Requirements:

(a) Steps, risers, and landings shall be clean and free of dirt, gum, grease, tar and present and overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

(b) Metal surfaces shall have a polished and lustrous appearance.

(c) Interior corridor walls shall be cleaned free of dust spots and stains.

f. Loading Dock Areas (includes platforms, docks, lifts)

(1) Daily: Sweep

Quality Requirement:

Loading dock areas shall be clean and free of trash, debris, and foreign matter. No dirt shall be left in corners or crevices.

(2) Quarterly: Wet mop or scrub.

Quality Requirement:

Area shall be clean and free of dirt, string, gum, grease, tar, oil spots, and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

g. Garages

(1) Three Time Weekly (Monday, Wednesday, Friday): Police

Quality Requirement:

Garage area shall be free of all paper, trash empty bottles and other discarded material.

(2) Monthly: Sweep garages and garage ramps

Quality Requirement:

Garages and ramps shall be clean and free of trash and foreign matter.

(3) Quarterly: Wet mop or scrub garages, ramps and driveways within the building confines.

Quality Requirement:

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The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, oil spots and present an overall appearance of cleanliness. All surfaces and corners shall be dry and clean.

h. Atrium and 2nd Street Entrance and Passenger Elevator Rugs: Every Two Months: Clean and shampoo entrance and elevator rugs as required to maintain quality standards but not less than six times a year.

Quality Requirement:

Rugs shall be clean and free of dirt, grime, stains, gum and crusted material.

i. Interior and Exterior Windows and Atrium Glass: Semi-Annually: Wash both sides of all exterior and interior atrium building windows, including spandrel glass, atrium glass and curtain wall, glass in and over exterior and vestibule doors, and all plate glass around entrances, lobbies and vestibules.

NOTE: The TMFJB construction required that the atrium's skylight glazing, glazing stool assembly and gutter assembly be designed to resist all live loads (including snow drifting) as required by the Washington, D.C. Building Code. There is no OSHA opinion letter that authorizes cleaning of the atrium ceiling glass (outside) by simply walking on it to clean.

Quality Requirement:

(a) Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sills, blinds and other surroundings of interior glass shall be wiped free of drippings and other watermarks. All blinds shall be left in their original position. All damaged blinds shall be reported to the COR immediately. All windows shall be cleaned on both sides.

(b) The Contractor shall submit a schedule to the COR on an annual basis which details the windowed areas by floor to be cleaned and dates specified. All window cleaning shall be done on the weekend.

j. Thurgood Marshall Bust and Pedestal Located in TMFJB Atrium

(1) Monthly: Dust the Thurgood Marshall Bust and Pedestal with a clean lint free cloth.

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(2) **As Required:** At any time the Contractor is performing work in the TMFJB Atrium (such as spraying plants, washing windows, etc.), the Contractor shall cover the Thurgood Marshall Bust and Pedestal with a lightweight plastic cover to ensure complete protection from all elements.

k. Blinds

(1) **Annually:** Clean blinds in accordance with the manufacturer's requirements. Blinds shall be cleaned only on Saturdays and Sundays and hung within before normal working hours on the following Monday.

(2) **Semiannually:** Dust all blinds at a six month interval from the cleaning cycles.

Quality Requirement:

All sides of blind, cord tapes and valances shall be clean and free of dust and soiled surfaces. All surfaces shall be free of dust.

l. **High Cleaning** Annually: Clean all surfaces and objects in the building which are more than 70 inches above the floor level. This includes all wall and ceiling areas and anything affixed to or included in these surfaces

Quality Requirement:

Surfaces shall be clean and free of dust cobwebs. Where glass is present, both sides shall be cleaned and free of streaks.

m. **Concourse South Lobby, Public and Private Toilets, and other Hard Floor Maintenance** Annually: In the first 90 days of the initial Contract period and any option period, all hard surfaces of ceramic tile which were previously finished, shall be stripped and the surfaces which were previously sealed with a penetrating sealer shall be scrubbed. Subsequent to this preparation, apply a penetrating sealer which fills all pores of the matrix and becomes a bonded, integral part of the surface. Surface shall be slip resistant.

Quality Requirements:

All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns, or scuff marks. Sealant must adhere to the floor. All floor areas must be evenly coated. Spots and stains shall be eliminated.

- n. Floor Mats:** During inclement weather, the Contractor shall be required to provide sufficient floor mats to prevent employees and visitors from tracking in water, ice, snow, or mud through the atrium lobby and other interior spaces. The Contractor shall be required to clean, remove and store extra mats when no longer needed.

Quality Requirements:

Stored mats shall be clean and free of dirt, grime, gum, stains and any buildup and crusted material.

- o. Cleaning of Janitor Space on the Loading Dock, Property Managers Office, Shops and other assigned space:** Daily sweep and wet mop or scrub floor using a cleaner-disinfectant. Clean all fixtures, mirrors and shelving.

Quality Requirement:

Sweeping Wet Mopping or Scrubbing: The floors shall be clean and free of dirt, water streaks, mop marks, string, gum grease, tar and present an overall appearance of cleanliness. All surfaces, baseboards, and corners shall be clean and dry.

p. Miscellaneous Requirements:

- (1) Lights shall be used only in areas where, and at the time when, work is actually being performed.
- (2) Mechanical equipment for heating, ventilation and air conditioning systems shall not be adjusted by the custodial staff.
- (3) Water faucets or valves shall be turned off after the required usage has been accomplished.
- (4) Window blinds shall left in their original position.

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(5) Report hazardous conditions, damaged furniture and/or fixtures and other items in need of repair, for example, inoperative lights, broken windows or doors, torn carpets, leaking sinks, urinals or commodes, to the Property Manager and COR immediately or at minimum the start of normal working hours.

(6) Upon completion of cleaning, the Contract Janitorial Supervisor/personnel shall lock rooms with blue dots placed on the private office door cylinders. This may also include conference rooms, office suites, and other secured areas, when blue dots are present.

(7) Any areas within the TMFJB, which displays an orange dot, represents areas which shall be cleaned during the day only. NO night cleaning of these areas or access to these areas shall be granted.

q. Carpet Shampooing: Prior to any of the following carpet shampooing requirements, the Contractor shall provide notification to the COR, or designated representative, at least one (1) week in advance, of the date the shampooing will be performed.

(1) **Semi-Annually: Public space:** At a minimum, carpeted lobbies, corridors, and stairways shall be shampooed, in accordance with manufacturers guidelines, semi-annually (twice a year).

(2) **Bi-Monthly: Heavy Traffic Areas:** There are many "high traffic" carpeted areas within the TMFJB which require more frequent shampooing. Every other month, the Contractor shall shampoo, in accordance with manufacturers guidelines, the following high traffic areas:

**G-Level corridors (north and south sides)
Grand staircase (south side adjacent guard post)
FJC Auditorium and Training Rooms
Cafeteria
Health Unit
Credit Union
Child Development Center
ADM Suite
AOPD Suite
Fitness Center
USSC Receptionist Area (Front entrance of the suite)**

(3) Rooms: All other carpeted space shall be shampooed every two years; 50% each year, unless otherwise requested by the COR. The COR will provide the Contractor with a listing by room number and square footage of rooms to be shampooed each year. Within a two year period, all space shall be shampooed. One-half of the carpeted space shall be scheduled for shampooing each year. The Contractor shall submit a schedule for shampooing all carpeted space no later than ten days after receipt of the room listing from the COR. The Contractor shall carryout this process thru all option years of the contract.

Quality Requirement:

All carpets shall be clean, free of spots, spillages and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.

Note: Any furniture, fixture or furnishing moved during the carpet shampoo programs shall be replaced in its original position. If necessary, non-absorbent pads or foil shall be placed between the carpet and the furnishing. Any rust or stains resulting from the Contractor's lack of carpet protection shall be removed by the Contractor or at the request of the COR at the Contractor's expense. Carpet must be vacuumed prior to the arrival of the occupants.

(3) Carpet shall be cleaned by one or more of the following processes: All carpet shampooing shall first be applied according to the carpet manufacturers' guidelines. If rotary shampooing is used, then a completely synthetic, biodegradable detergent which is fast drying shall be used or if

carpet cleaning is by soil extraction or the use of dry-cleaning powder or solvent, powder/solvent shall be non-toxic and non-flammable.

Quality Requirements:

(a) All traces of visible dirt, grime and soil shall be removed from carpet. Carpets shall be free of residue.

(b) Carpets all be vacuumed after cleaning and then brushed to restore flattened pile to its natural lay.

(c) Moving of duplicating equipment, computer equipment and similar type electric/electronic equipment shall be coordinated with the COR prior to cleaning of the carpet.

(5) Scheduling:

The Contractor shall coordinate all carpet cleaning with the COR to ensure the occupants are kept advised of locations to be cleaned and to ensure adequate ventilation is provided during the cleaning and drying period. The COR shall approve all carpet cleaning schedules. Cleaning operations shall be scheduled on weekends to allow for thorough drying. Note: Drying time may be reduced if there is sufficient air circulation.

(6) Equipment: Suitable commercial or industrial equipment shall be used to remove all foreign matter and loose matted pile. The Contractor shall use a water pick-up vacuum remove moisture when soil extraction method is used.

SECURITY PERSONNEL PERFORMANCE STANDARDS**General**

All security personnel employed to protect the tenants and visiting public at the TMFJB will be required to adhere to the following standards of conduct.

Standards of Conduct

- Security personnel is required to be proficient in the implementation of the Security Force and the duties of each post they are assigned to operate.
- Be courteous and respectful toward the tenants, visiting judicial officers and other court or court-related employees, other government agency employees, visiting international officials, and the general public.
- Maintain a respectful and helpful attitude in all endeavors
- Maintain a neat, clean, and businesslike appearance and comply with Security Personnel dress standards while on duty
- Report to work physically fit and mentally alert. Personnel feeling otherwise will make appropriate notification to the appropriate supervisor and request necessary relief or instructions
- Report any circumstances which may adversely affect performance on a particular assignment to their immediate supervisor, prior to the assignment
- If security personnel should be detained or become aware that they are under investigation, by any federal, state, or local agency, for any legal or ethical violation, they must report this to the appropriate supervisor, no later than the next working day. The supervisor will immediately report the incident to the Contractor, the COR or his/her designated representative.
- Firearms shall not be inspected, cleaned, handled, or exchanged in public areas or in the presence of building staff or the general public. Ensure that firearms are secured in a safe place to prevent theft, tampering, or misuse when not being carried. Security Officers must use designated security restrooms as stated in the Security Force SOP.
- Not accept or solicit gifts, favors, or bribes in connection with official duties
- Not visit the duty site during non-duty hours or allow family members and friends to visit the

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duty site or other operational areas. An exception may be requested in writing from the COR.

- Not gamble or unlawfully bet or promote gambling on Government owned or leased premises.
- Not disclose any official information, except to the COR, or other officials having a need to know, or make any news or press releases without the express permission of the Contracting Officer or the COR. This does not prohibit protected whistle blowing activities.
- Refrain from discussions concerning duty assignment(s), particularly manpower, firearms, security precautions, or procedures, except with those persons having a need to know.
- Comply with applicable laws while performing official duties.
- Not knowingly give false or misleading statements or conceal material facts in connection with employment, promotion, any record, investigation, or other proper proceeding
- Refrain from any activity which would adversely affect the reputation of the tenant agencies of the TMFJB.
- Avoid personal and business associations with persons known to be convicted felons or persons known to be connected with criminal activities. This does not apply to immediate family members, though the Contracting Officer and/or the COR shall be notified of their status.
- Avoid any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct. Do not report for duty or work under any condition which impairs the ability to perform as expected.
- Always demonstrate the highest standards of personal and moral conduct normally expected of law enforcement officers and Government employees.
- Not misuse official authority, credentials, communications equipment, or weapon(s).
- Not make statements about fellow employees or officials, with knowledge of the falseness of the statement or with reckless disregard of the truth.
- Report violations of prescribed rules, regulations and any violations of statute or law to appropriate supervisor and/or management officials.
- Not violate security procedures or regulations.

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- Security Officers are responsible for performing the duties and orders at their assigned posts. The Security Officer will not close, vacate or desert their assigned posts prior to scheduled closure without prior approval from a supervisor.
- Always perform assignments in accordance with prescribed regulations to the best of one's ability and in accordance with safe and secure working procedures and practices.
- Do not fail, unnecessarily delay, or refuse to carry out a proper order of a supervisor.
- Do not possess, use, lose, damage, or otherwise take Government property or the property of others without authorization of the COR or his/her designated representative.
- Refrain from surreptitiously repeating conversations between Government, law enforcement or contractor employees.
- Conduct only official business on Government property.
- Refrain from neglecting duties. This includes sleeping on duty, unreasonable delays, or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security.
- Refrain from use of abusive or offensive language, quarreling, intimidation by words, actions, fighting and participation in disruptive activities which interfere with normal and efficient Government operations.

ATTACHMENT II

Storage Paper Inventory

[illegible]

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ATTACHMENT 12

BUILDING CODES AND REGULATIONS

BUILDING	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1991 NFPA 101 CODE
ELECTRICAL	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1996 NEC
HOUSING	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1983 CABO
FIRE	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1996 BOCA National Fire Prevention Code
MECHANICAL	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1996 BOCA National Mechanical Code
ENERGY	BOCA 1996 1999 Amendment to BOCA 1993 BOCA Basic Energy Conservation Code
HANDICAPPED	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1980 ANSI A117.1 The Americans with Disabilities Act - Title III
PLUMBING	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1996 BOCA National Plumbing Code
ELEVATOR	BOCA 1996 1999 Amendment to BOCA 1986 DC Const. Code 1984 ANSI A17.1

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General: Design, and construction executed for the TMFJB are bound by various building codes, regulations, and standards. Note that for facilities the AOC is both the Client's representative and the Code Official having jurisdiction. Review comments provided by the AOC shall be considered mandatory.

Building Codes: Unless specifically instructed otherwise, in writing by the AOC, it is AOC policy to comply with the following Codes and Standards:

- **Capitol Complex:** Facilities built on the Capitol Complex property are exempt from the enforcement of local building Codes. The facilities of the Congress are, by legislation, subject to certain labor and environmental regulations that are enforced by the District of Columbia. The Contractor will clarify any questions concerning interpretation of OSHA and EPA regulations with the AOC.
- **Building Code:** The International Building Code, 2003 Edition (except Chapter 10, Means of Egress).
- **Existing Buildings:** The International Existing Building Code, 2003.
- **Electric Code:** The International Electric Code, 2003.
- **Life Safety (Egress Requirements):** "Safety to Life from Fire in Buildings and Structures," "Life Safety Code," (ANSI/NFPA 101, 2003 Edition).
- **Referenced NFPA Standards:** When referenced NFPA Standards in IBC 2003 and NFPA 101 (2003) conflict, the most recent code edition shall be utilized.
- **Elevator Code:** American National Standards Institute (ASME/ANSI) Standard A17.1, Safety Code for Elevators, and Escalators, 2000 Edition, including addenda.
- **Mechanical Code:** International Mechanical Code, 2003.
- **Plumbing:** International Plumbing Code, 2003.

Regulations and Standards:

- **Provisions for Persons with Disabilities:** The AOC requires full compliance with the *Americans with Disabilities Act* (ADAAG) and the *Uniform Federal Accessibility Standards* (UFAS). "Uniform Federal Accessibility Standards," 1985-494-187 (U.S. Government Printing Office). Consult AOC staff for interpretations with regard to renovation and alteration of existing historic facilities.
- **Energy Conservation:** Comply with the International Energy Conservation Code, 2003 and ASHRAE Standard 90.1-2001, "Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings."
- **OSHA:** The AOC is subject to most requirements under 29 CFR 1910 and 1926. All projects shall comply with all OSHA requirements unless specifically exempted in writing by the AOC. In addition, compliance with state or DC occupational safety and health regulations is required.
- **EPA:** The AOC is subject to most requirements under 40 CFR. All projects shall comply with all EPA requirements unless specifically exempted in writing by the AOC. All publically owned treatment works (POTW) discharge restrictions shall be adequately addressed in design, construction, and operation activities. Required environmental permit and registration requirements associated with the project must be identified as part of the design work. In

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ATTACHMENT 12

addition, compliance with state or District of Columbia environmental regulations is required.

- **Connections to Utilities:** Comply with the latest published regulations of the affected utility.

- **Streets and Highways:** Comply with latest edition District of Columbia Department of Highways

and Traffic, Standard Specifications for Highways and Structures (DHSS), storm water management

and erosion control, and any addenda issued thereto prior to bid opening date.

- **Food Service:** Designs shall comply with National Sanitation Foundation (NSF) standards.

Projects

involving food service will be reviewed by the AOC Environmental Health Specialist.

FAR: The AOC observes most provisions of the Federal Acquisition Regulations (FAR). For purposes of

design and procurement, the Contractor should consider FAR as being applicable unless specifically

informed otherwise by the AOC.

RESTRICTIONS

- Do not contact local agencies for approvals/permits without prior written approval of the AOC.

THURGOOD MARSHALL FEDERAL JUDICIARY BUILDING
RULES AND REGULATIONS

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THURGOOD MARSHALL FEDERAL JUDICIARY BUILDING
RULES AND REGULATIONS

GENERAL USE OF TMFJB

1. The common areas ("Common Areas") in the Thurgood Marshall Federal Judiciary Building (the "TMFJB") (including, but not limited to the atrium, sidewalks, doorways, vestibules, halls, stairways and similar areas not exclusively occupied by any one tenant) shall not be obstructed by any tenant, subtenant, assignee or other occupant of space in the TMFJB or any of their officers, agents, contractors or employees (collectively, "tenant"), or used for any purpose other than ingress and egress to and from the tenant's premises (the "Premises") and for going from one part of the TMFJB to another part of the TMFJB unless approved by the AOC or Property Manager.
2. The Architect of the Capitol (the "AOC") shall have the right to control and operate the Common Areas and the facilities furnished for the common use of any tenant in such manner as the AOC, in its sole discretion, deems best for maintaining the architectural integrity of the building. The rights of the AOC contained herein shall include (but not be limited to) the right to delegate any portion of its rights and responsibilities to a person or entity responsible for the management of the Building (as that person or entity may be changed from time to time, the "Property Manager").
3. No tenant shall do anything, or permit anything to be done, or obstruct or interfere with the rights of, or otherwise injure or annoy, other tenants, or do anything in conflict with the valid pertinent laws, rules or regulations of any governmental authority or any insurance requirements applicable to the TMFJB.
4. No tenant shall make or permit any disturbing or improper noises in the TMFJB, or otherwise disturb or interfere in any way with other tenants or persons having business with them.
5. No equipment of any kind shall be operated on the Premises that could in any way annoy any other tenant in the TMFJB without written consent of the Property Manager's Office. Business machines and mechanical equipment belonging to any tenant which causes electrical interference, noise and/or vibration that may be transmitted to the structure of the TMFJB or to any leased space so as to be objectionable to the Property Manager's Office or any other tenant in the TMFJB shall be placed and maintained, at tenant's expense, in setting of cork, rubber or spring type noise and/or vibration eliminators sufficient to eliminate noise and/or vibration.
6. The AOC may, upon request by any tenant, waive compliance by such tenant with any of the Rules and Regulations, provided that (i) no waiver shall be effective unless signed by the AOC or the AOC's authorized agent; (ii) any such waiver shall not relieve such tenant from the obligation to comply with such rule or regulation in the future unless expressly consented to by the AOC; and (iii) no waiver granted to any tenant shall relieve any other tenant from the obligation of complying with the foregoing Rules and Regulations, unless such other tenants has received a similar waiver in writing from the AOC.
7. No space leased to any tenant shall be used, or permitted to be used, for lodging or sleeping or for any illegal purpose.

8. Corridor doors, when not in use, shall be kept closed, unless prior written approval by the Property Manager is obtained to keep doors open.
9. The AOC hereby designates the following days as Holiday (on the dates observed by the Federal government), on which days services will not be provided and normal business hours will not be followed: New Year's Day, Inauguration Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
10. These Rules and Regulations have been formulated for the safety and well-being of all the tenants of the TMFJB. The AOC reserves the right to temporarily rescind, amend, alter, or waive any of these Rules and Regulations at any time when deemed necessary or desirable. Additionally, the AOC, subject to the approval of the Commission for the Judiciary Office Building, may make such other and further Rules and Regulations needed for the safety, protection, care, and cleanliness of the TMFJB, the operation thereof, the preservation of good order therein, and the protection and comfort of tenants, their agents, employees, and invitees. Such Rules and Regulations, when made and notice thereof given to a tenant, shall be binding upon that tenant in like manner as if originally herein prescribed. The AOC shall not be responsible to any tenant for the non-observance or violation by any other tenant of any of these rules and regulations at any time.
11. Unless otherwise expressly provided in these Rules and Regulations, (i) whenever the consent or approval of a party under these Rules and Regulations is required, such consent shall not be unreasonably withheld, delayed or conditioned; (ii) whenever an act is required to be performed by one party to another party's satisfaction, such act shall be performed to such party's reasonable satisfaction; and (iii) whenever an act is required to be performed in a manner acceptable to a party hereunder, such act shall be performed in a manner reasonably acceptable to such party.

ACCESS TO TMFJB

1. All tenant's employees, agents, or contractors, or anyone else who enters either the north or south lobby desks of the TMFJB after normal business hours are required to display their building identification cards and sign in upon entry, and sign out upon leaving, giving the location during such person's stay and such person's time of arrival and departure, and shall otherwise comply with any reasonable access control procedures as the AOC may from periodically institute. All contractors working in the building are required to display their identification at all times.
2. The Property Manager reserves the right to exclude from the TMFJB at all times any person who is not known or does not properly identify himself to the TMFJB management or its agents. Each tenant shall be responsible for all persons whom such tenant authorizes or invites to enter into the TMFJB.

ATRIUM USE/FOOD AND BEVERAGE RESTRICTIONS

No food or beverages shall be consumed in any area of the Atrium except for special events that require prior written approval by the Director, AOUSC and coordinated with the Property Manager. No food or beverages (e.g., red wine, fruit punch, blueberries, strawberries, etc.) that can cause staining to the "granite floor surface" in the Atrium shall be permitted to be served. Only tenant agencies permanently occupying space in the TMFJB shall be permitted to sponsor (upon written approval) special events in the Atrium.

BALCONY/ROOF/TERRACE RESTRICTIONS

Nothing may be placed on or about the roof, balcony or terrace areas of the TMFJB's without the AOC's or the Property Manager's prior written approval.

BICYCLE/VEHICLE RESTRICTIONS

No bicycles or vehicles of any kind (except those required for disabled persons) shall be brought into or kept in or about the Premises, but rather must be kept in designated areas in the TMFJB's garage.

BOLTS/LOCKS/KEY RESTRICTIONS

No additional locks or bolts of any kind shall be placed upon any of the entrances to the Premises by the tenant (including doors and windows), nor shall any changes be made in existing locks or the mechanisms thereof. Each tenant shall, upon the termination of its tenancy, return to the Property Manager's office all keys used in connection with the Premises, including any keys to the Premises, to rooms and offices within the Premises, to storage rooms and closets, to cabinets and other built-in furniture, and to toilet rooms, whether such keys were furnished by the Property Manager's office or the AOC or procured by that tenant, and in the event of the loss of any such keys, such tenant shall pay to the Property Manager's office or the AOC the cost of replacing the locks. On the expiration or termination of a tenant's lease, the tenant shall disclose to the Property Manager's office the combination of all locks for safes, safe cabinets and vault doors, if any, remaining in the Premises.

BUILDING DIRECTORIES RESTRICTIONS

Directories are placed in conspicuous places in the TMFJB. No tenant is permitted to place additional directories in the TMFJB. Room and suite numbers are designated by the AOC and may not be changed or in any way altered by any tenant.

CLEANING/RECYCLING RESTRICTIONS

1. Each tenant shall cooperate with the TMFJB Property Manager in keeping the Premises and Common Areas neat and clean.
2. Each tenant shall keep all portions of that tenant's Premise that are visible from the TMFJB atrium in an attractive, neat and orderly condition characteristic of first-class professional offices.
3. Any person employed by any tenant to do janitorial work within the tenant's Premises must obtain the AOC's consent prior to commencing such work, and such person shall, while in the TMFJB and outside of the Premises, comply with all instructions issued by the AOC or its representatives. The AOC reserves the right to withdraw such consent, in its reasonable discretion, at any time.
4. The AOC reserves the right to impose such additional requirements for the disposal of trash, newspapers, bottles and miscellaneous refuse, including requirements for the segregation of waste materials for recycling purposes. No tenant shall place any mats, trash or other objects in the Common Areas. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways.

COOKING AND COOKING EQUIPMENT RESTRICTIONS

1. No cooking shall be done or permitted by any tenant in its Premises, except that, with the AOC's prior written approval, a tenant may install and operate for the convenience of its employees a lounge or coffee room with stove, sink, refrigerator, dishwasher and/or microwave oven.
2. Coffee makers that do not require plumbing connections or special electrical wiring or plugs may be used without the AOC's approval.
3. No tenant shall cause or permit any unusual or objectionable odors to originate from its pantry or premises. Each tenant shall be obligated to maintain sanitary conditions in any area approved by the AOC for food and beverage storage, preparation, or consumption.

DELIVERY RESTRICTIONS

1. All deliveries must be made via the loading dock and loading dock elevators during normal business hours or as otherwise directed or scheduled by the AOC. Prior approval must be obtained from the Property Manager for any deliveries that must be received after normal business hours. For the purpose of these Rules and Regulations, the term "normal business hours" is defined to mean that period between 6:00 a.m. and 6:00 p.m., Monday through Friday inclusive, except for Holidays (as hereinafter defined).
2. All deliveries and removals, or the carrying in or out of any freight, furniture or bulky or heavy equipment or material of any description, must take place in such a manner and during such hours as the tenant and Property Manager may require. The AOC reserves the right to inspect all freight, furniture or bulky matter or materials to be brought into the Building and to exclude from the Building anything that violates any of these rules and regulations.
3. There shall not be used in any space, or in the Common Areas of the TMFJB, either by any tenant or by jobbers or others, any hand trucks, except those equipped with pneumatic tires, bumpers, or slide guards.

ELECTRICAL/MECHANICAL RESTRICTIONS

1. Plumbing fixtures and appliances shall be used only for the purpose for which constructed, and no sweepings, debris, rubbish, rags or other unsuitable material shall be thrown or placed therein. The cost of repairing any stoppage or damage resulting to any such fixtures or appliances from misuse on the part of a tenant or such tenant's officers, agents, contractors, and employees shall be paid by such tenant.
2. No water cooler that requires any type of plumbing or electrical installation, other than a standard electrical plug, and no plumbing or electrical fixtures shall be installed by a tenant without the AOC's prior written consent. Nothing contained in this rule shall prohibit a tenant's use of standard electrical lighting fixtures or ordinary office equipment, provided that such fixtures or equipment are not permanently affixed to a wall, floor or ceiling and further provided that no electrical wiring is required other than connection to a standard electrical plug.
3. Should a tenant require computer, cable, telephone, facsimile or any other type of communications service, the Property Manager's office will direct the electricians and installers

where and how the wires are to be introduced and placed, and none shall be introduced or placed except as the Property Manager's office shall direct.

4. Only Building standard lamps may be used in any fixture that may be visible from outside of the TMFJB, or from the Building's atrium.
5. Nothing shall be placed on any fan coil unit in the TMFJB.

EQUIPMENT/FURNITURE PLACEMENT RESTRICTIONS

1. Prior to installation of equipment or furniture, the tenant shall be required to certify through the Property Manager's structural engineer that the designated area for installation has the necessary floor load requirement as deemed by the manufacturer and the standard floor load requirements established by the Property Manager's office. Any damage done to the TMFJB by the improper placing of heavy items will be repaired at the sole expense of that tenant.
2. No desks, book cases, file cabinets or other furniture shall be placed against any glass surrounding the TMFJB's atrium.

EVACUATIONS OF TMFJB

The AOC or Property Manager has the right to evacuate the TMFJB in event of emergency or catastrophe or for the purpose of holding a reasonable number of fire drills.

FIRE/CASUALTY RESTRICTIONS

1. No tenant shall do anything, or permit anything to be done, in or about the TMFJB, or bring or keep anything therein, that will in any way increase the possibility of fire or other casualty.
2. No flammable, combustible, explosive, hazardous or toxic fluid, chemical or substance, illuminating material (unless said illuminating material is battery powered and UL approved), or any firearms shall be brought into, or generated or kept upon the TMFJB of the tenant's Premises.

FLOOR COVERING RESTRICTIONS

No tenant shall affix any floor covering to any floor of the Premises or TMFJB with adhesive or glue of any kind without obtaining the AOC's prior written consent.

HEATING/VENTILATION/AIR CONDITIONING (HVAC) RESTRICTIONS

Any tenant intending to occupy the Premises outside of normal business hours, during which time heating and air conditioning services will be required, must notify the Property Manager (i) prior to 1:00 p.m. on the day that such after-hours services are required, if such after-hours services are required between Monday and Friday, inclusive (ii) prior to 1:00 p.m. on Friday if such after-hours services are required for the following Saturday or Sunday; and (iii) prior to 1:00 p.m. of the last business day immediately preceding a Holiday, if such after-hours services are required for that Holiday.

"LIVING CREATURES" RESTRICTIONS

No birds, animals or reptiles, or any other creatures, other than Seeing Eye dogs and police officers (K-9) dogs, shall be brought into or kept in or about the TMFJB.

NAILS/HOOKS/SCREWS RESTRICTIONS

No nails, hooks or screws shall be driven into or inserted in any part of the TMFJB for any purpose other than hanging wall decoration, such as paintings, photographs or other art not requiring extraordinary installation due to weight, size or other characteristics, except by TMFJB maintenance personnel. Any other marking, drilling into or other form of defacing or damage of any part of the shell or core of the TMFJB is prohibited.

PAINTING RESTRICTIONS

No portion or surface of the TMFJB may be painted by any tenant without the prior written approval of the Property Manager.

SIGNS/POSTERS/ADVERTISEMENTS/NOTICES RESTRICTIONS

No signs, posters, advertisements, or notices shall be affixed to any of the public corridor, elevator, or concourse lobby walls or columns.

SMOKING RESTRICTIONS

Smoking is expressly prohibited in the TMFJB, including without limitation corridors, elevators, the fitness center, health unit, cafeteria, public restrooms, the atrium, parking garage, and loading dock areas. Smoking is allowed only at designated smoking areas located outside the TMFJB.

SOLICITING RESTRICTIONS

Canvassing, soliciting, and peddling in the TMFJB is prohibited and each tenant shall cooperate to prevent the same. No person or organization shall be allowed to sell items, collect money, or petition signatures on the ground, or inside the building. On the grounds is defined as inside the street curb; inside the building starts at each exterior door. Exceptions relate to Federal Government-sponsored events. For example, any activities implemented through the Combine Federal Campaign.

VISITOR RESTRICTIONS

No tenant shall permit the visit to its Premises of persons in such number or under such conditions as to interfere with the use and enjoyment by other tenants of the Common Areas except as approved (in writing) by the head of the tenant agency and coordinated with the Property Manager.

WINDOW/DOOR TREATMENT RESTRICTIONS

No drapes, blinds, shades, screens or other window treatments or coverings shall be attached to or hung in, or used in connection with, any exterior window or door of the Premises or any atrium

window so as to be seen from the outside of the Premises or from within the atrium without the prior written consent of the AOC.

SPECIAL TERMS FOR TENANT ALTERATIONS/WORK

The following terms are applicable to all outside contractors who perform tenant renovations/alterations in, on, and to the TMFJB. Any such outside contractor must adhere to the following:

- a. No work will be performed until the AOC or the Property Manager has received the plans and specifications therefor and the work has been approved by the government and any other authorities as may be required. At any time and from time to time all such work shall be subject to inspection and approval by the COR, AOC, and/or authorized representative to ensure high-quality workmanship and conformity to the plans and specifications.
- b. The contractor shall supply the Property Manager with a copy of any permits required by the AOC covering alternations to be performed.
- c. The contractor shall not disconnect, tamper with, delete, obstruct, relocate or expand any life safety equipment except as indicated on approved drawings.
- d. The contractor shall take necessary precautions to prevent accidental fire alarms. Any unit or device temporarily incapacitated will red-tagged "Out of Service" and the Property Manager will be alerted to the temporary outage.
- e. Contractors or their personnel shall not use the loading dock area for daytime parking without first obtaining the permission of the Property Manager. Unauthorized vehicles will be tagged and towed.
- f. Utilities (electric, gas, water, telephone, etc.), will not be cut off or interrupted without permission of the COR and/or TMFJB Property Manager and any affected tenant(s).
- g. When it is deemed necessary by the Chief Engineer or Property Manager to temporarily issue any keys to a contractor, and provided that the tenant has approved such issuance, that contractor will be responsible for controlling possession and use of the key(s) and shall return them daily to the issuing person.
- h. The contractor shall be responsible for locking any area made available to him or her whenever that area is unattended.
- i. The Property Manager shall be notified by the contractor of all work scheduled. In addition, the contractor shall provide a list of all personnel working in the building.
- j. No work will be performed from 7:30 a.m. to 6:00 p.m., which will disturb or inconvenience tenants in the TMFJB, without the express consent of the COR or designated representative. If in doubt, the contractor will first check with the Property Manager.
- k. Contractors shall remove their trash and debris daily, or as often as necessary to maintain cleanliness in the TMFJB. The TMFJB trash compactors and containers are not to be used for construction debris.

- l. Walk-off mats shall be provided at door entrances where work is being performed.
- m. Carpeting and flooring shall be protected by plastic runners or hardboard as necessary to maintain cleanliness and to protect carpets and floors from any damage.
- n. The mechanical plan must show the size and location of all supply and return grilles.
- o. Contractors who modify duct work, air grilles, fan coils, etc., shall be responsible for balancing the air and water supplies as necessary and all air balancing is to be done in the presence of TMFJB maintenance personnel.
- p. Any domestic or condenser water connections made to the TMFJB's piping system must have high quality isolation, a brass bodied gate or ball-type valve and adequate system drain valves. All valves must be easily accessible.
- q. Before any new electrical or mechanical equipment is installed in the TMFJB, the contractor will submit a copy of the manufacturer's data sheet and any other requested information to the Property Manager's Office for approval.
- r. Before any work is commenced or any contractor's equipment is moved onto any part of the TMFJB or the surrounding property, the tenant's contractors shall deliver to the Property Manager's Office original or duplicate original policies evidencing the following types of insurance coverage in the following minimum amounts, which policies shall be issued by companies approved by the Property Manager's Office, shall be maintained by the tenant's contractors at all times during the performance of the tenant's work and that shall provide at least thirty (30) day's written prior to cancellation:
- 1) worker's compensation coverage, with limits of at least \$500,000 for the employers liability coverage thereunder,
 - 2) comprehensive general policy to include Products/Completed Operations, Broad Form Property Damage and Contractual Liability, with limits in an amount not less than \$2,000,000; and
 - 3) automobile liability coverage, with bodily injury limits of at least \$500,000 per person, \$1,000,000 per occurrence and \$500,000 per accident for property damages.

All insurance policies shall name such persons and entities as additional insured as their interests may appear as the Property Manager's Office shall specify. Without limiting the foregoing, all of the following must be listed on an attachment to the standard certificate form to permit the listing exactly as shown, with no abbreviations or modifications:

- a) The United States of America, acting by and through the Architect of the Capitol;
- b) JOB Associates General Partnership, Mortimer B. Zuckerman and Edward H. Linde as General Partners;
- c) JOB Associates Limited Partnership;
- and
- d) Contractor

DAY CLEANING LIST & SPECIFIC HOURS CLEANING					Section J - Attachment 13
<u>Tenant Agency</u>	<u>Floor</u>	<u>Room Type</u>	<u>Suite/Room Number</u>	<u>Frequency/Type</u>	<u>Cleaning Hours</u>
AO	2ND Floor	HRD Storage	2-216	Monthly/Full Cleaning	As Scheduled by DTR
AO	3RD Floor	OIT Lab	3-403	Daily/Full Cleaning	10:00 AM
AO	4TH Floor	OPPS (File room)	4-302	Monthly/Full Cleaning	As Scheduled by DTR
AO	4TH Floor	OPPS (File room)	4-337	Monthly/Full Cleaning	As Scheduled by DTR
AO	5TH Floor	Office	5-131	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	Office	5-175	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	Office	5-176	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	Office	5-177	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	OFB Disbursing Office	5-204	Daily/Full Cleaning	Between 10:00 AM - 12:00 PM
AO	5TH Floor	Office	5-285	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	Office	5-507	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	Office	5-514	Daily/Full Cleaning	Daytime Core Hours
AO	5TH Floor	Office	5-551	Daily/Full Cleaning	Daytime Core Hours
AO	Concourse	Child Development Ctr.	C-001	Nightly/Full Cleaning	Nighttime Core Hours
AO	Concourse	Child Development Ctr.	C-001	Daily/Light Cleaning&Trash Pickup	1:00 PM
AO	Concourse	Child Development Ctr.	C-001	Trash Pickup Only	3:30 PM
AO	Concourse	OIS/ITSD/PC Lab	C-726	Nightly/Full Cleaning	1:00 AM
AO	Concourse	OJP Storage	C-750	Monthly/Full Cleaning	As Scheduled by DTR
AO	Concourse	Health Unit Suite/Offices	Suite C-100	Daily/Full Cleaning	3:00 PM
AO	Concourse	Fitness Center	Suite C-120	Daily/Full Cleaning	Daytime Core Hours
AO	Concourse	Fitness Center	Suite C-120	Daily/Light Cleaning&Trash Pickup	11:00 AM and 2:30 PM
AO	Ground	JCC	G-193 (A/V Closet Room)	Monthly/Full Cleaning	As Scheduled by DTR
AO	Ground	Office	G-265	Daily/Full Cleaning	Daytime Core Hours
AO	Ground	Office	G-314	Daily/Full Cleaning	Daytime Core Hours
AO	Ground	Identification (ID) Room	G-375	Monthly/Full Cleaning	As Scheduled by DTR
AO	Ground	AO Personnel Dept.	Suite G-200	Daily/Full Cleaning	Daytime Core Hours
AO	Ground	Court Security Offices	Suite G-310	Daily/Full Cleaning	Daytime Core Hours
AO-OIT	Concourse	Data Center	Suite C-640	Daily/Full Cleaning	1:00 PM
AO-OIT	Concourse	Data Center	Suite C-650	Daily/Full Cleaning	1:00 PM
FJC	6TH Floor	Office	6-249 (Cipher lock)	Daily/Full Cleaning	Daytime Core Hours
FJC	6TH Floor	Office	6-352	Daily/Full Cleaning	Daytime Core Hours
FJC	6TH Floor	Office	6-420 (Cipher lock)	Daily/Full Cleaning	Daytime Core Hours

DAY CLEANING LIST & SPECIFIC HOURS CLEANING					Section J - Attachment 13
<u>Tenant Agency</u>	<u>Floor</u>	<u>Room Type</u>	<u>Suite/Room Number</u>	<u>Frequency/Type</u>	<u>Cleaning Hours</u>
FJC	Concourse	Office	C-300 (Cipher lock)	Daily/Full Cleaning	Daytime Core Hours
FJC	Concourse	Office	C-402 (Cipher lock)	Daily/Full Cleaning	Daytime Core Hours
FJC	Concourse	Office	C-423 (Cipher lock)	Daily/Full Cleaning	Daytime Core Hours
FJC	Concourse	Office	C-800 (Cipher lock)	Daily/Full Cleaning	Daytime Core Hours
JPML	Ground	Office	G-365 (Cipher lock)	Monthly/Full Cleaning	As Scheduled by DTR
USSC	2ND Floor	Office	2-108	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-112	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-120	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-122	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-124	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-130	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-192	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-548	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-554	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-559	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-583	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-584	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-585	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-586	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Office	2-587	Daily/Full Cleaning	Daytime Core Hours
USSC	2ND Floor	Offices (5 TBD)	Within Suite 2-500	TBD	TBD
AO - Administrative Office of the U.S. Courts					
FJC - Federeal Judicial Center					
JPML - Judicial Panel on Multidistrict Litigation					
USSC - U. S. Sentencing Commission					
DTR - Designated Tenant Representative					
DOT System Definitions:					
No Dot - Evening Cleaning - leave door unlocked after cleaning					
Blue - Evening Cleaning - door to be closed/locked after cleaning					
Orange - Daytime Cleaning ONLY (includes those for specific times & no specific times)					
Green - Daytime Cleaning ONLY when requested					
Red - No requirement to be cleaned (Mechanical, electrical rooms, etc.)					

<u>TMFJB CAFETERIA EQUIPMENT</u>		Section J - Attachment 15
<u>QTY</u>	<u>MANUFACTURER</u>	<u>ITEM/DESCRIPTION</u>
1	American Beverage	Coffee Urn
3	AMF Wyott	Condiment Dispenser Unit
1	BK1 Standex	Rotisserie
1	Blodgett	Convection Oven
1	Bunn	Ice Tea Maker
2	Copeland	Refrigeration System, +35 F
2	Copeland	Refrigeration System, 0 F
2	Copeland	Refrigeration System, - 10 F
2	Cuisinart	Toaster
1	Custom Fabricated	Vertical Compressor Rack
LOT	Custom Fabricated	Corner Guard
1	Custom Fabricated	Wall Shelf
1	Custom Fabricated	Pot Sink
1	Custom Fabricated	Mobile Pot Rack
4	Custom Fabricated	Worktable
2	Custom Fabricated	Utensil Rack (Ceiling Mounted)
1	Custom Fabricated	Wall Shelf with Utensil Rack
1	Custom Fabricated	Prep Sink with Shelf
1	Custom Fabricated	Work counter with sink
1	Fiat	Janitor's Sink
1	Follet	Ice/Soda Dispenser
1	Franklin	Pass-thru Food Warmer
1	Frymaster	Fryer Battery with Filter
2	Gaylord	Exhaust Ventilator
2	Gaylord	Ventilator Control Cabinet
2	Gaylord	Fire Suppression System
1	Greitzer	Soiled Tray Drop-off Window
1	Greitzer	Soiled Tray Conveyor/Dishtable
1	Groen	Tilting Fry Pan
1	Groen	Convection Steamer with Kettle
1	Halco	Booster Heater

1	Hatco	Fryer Dump Station
1	Hatco	Pizza Display case
1	Hobart	Mobile Equipment Stand
1	Hobart	Slicer
1	Hobart	Mixer
1	IMC Teddy	Floor Grate and Pan
17	Inter Metro	Walk-in Shelving
2	Inter Metro	Dunnage Rack
11	Inter Metro	Dry Storage Shelving
2	Inter Metro	Storage Shelf
2	Jet Spray	Juice Dispenser
2	Kenco	Water Station
1	Manitowac	Ice Maker and Bin
2	NIKEC	Scale
2	Oasis	Water Chiller
1	Rotot-Coup	Food Processor
2	Royal	Air Screen Refrigerator/Freezer
2	Rubbermaid	Trash Container
3	Rubbermaid	Ingredient Bin
1	Salvajor	Waste Disposer w/Control Panel
1	Salvajor	Disposer with control
2	Seco	Hand Sink
1	Seco	Silver Soak Sink
1	Seco	Warewasher
1	ServoLift Eastern	Bag-in Box Rack
1	Sharp	Microwave Oven
6	Shelley	Tray Dispenser
3	Shelley	Heated Plate Dispenser
4	Shelley	Plate Dispenser
1	Shelley	Heated Bowl Dispenser
1	Shelley	Heated Cup Dispenser
2	Shelley	Heated Plate Dispenser
6	Shelley	Disposable Cold Cup Dispenser
2	Shelley	Mug Dispenser
6	Shelley	Disposable Hot Cup Dispenser
2	Shelley	Disposable Plate Dispenser
2	Shelley	Plate Dispenser

5	Shelley	Disposable Cup Dispenser
1	T&S	Janitor's Faucet
1	T&S	Pre-Rinse Unit
1	T&S	Hose Reel
1	Thermo-Kool	Walk-in Refrigerator/Freezer Complex
1	Traulsen	Reach-in Refrigerator/Freezer
1	Traulsen	Roll-in Refrigerator
1	Vulcan	Range
1	Vulcan	Spreader Cabinet
3	Wells	Hot Food Wells
1	Wells	Griddle
1	Wells	Fryer
2	Wells	Soup Well
5	Wells	Hot Food Wells
1		Microwave Shelf

**FEDERAL JUDICIAL CENTER (FJC)
AUDITORIUM AND TRAINING ROOMS (A, B, &
C) EQUIPMENT**

	QTY.	LOCATION
NEC Model DM-30A #0 Data Monitor	1	FJC Auditorium
Gooseneck microphone	1	FJC Auditorium
Extron CPU Video and Audio Panels	3	FJC Auditorium
Shure MX 412 D/C Cardioid Microphones	4	FJC Auditorium
AMX Touchscreen	1	FJC Auditorium
Whirlwind DC588 Microphone to Ethernet Boxes	2	FJC Auditorium
Shure 539A Cardioid Microphones	7	FJC Auditorium
Inline 9210 Power Supply	2	FJC Auditorium
Whirlwind DCSP4	1	FJC Auditorium
Tascam 122 III (Roman numeral III)	1	FJC Auditorium
Marantz CDR 510/VIB CD Player & Recorder	1	FJC Auditorium
Clearone XAP 800 Auto Microphone mixer	2	FJC Auditorium
AMX MVP 7500 Wireless/control panel- touchscreen	1	FJC Auditorium
Whirlwind PCS 88R Microphone Connections over Cat 5	2	FJC Auditorium
Listen 216MHZ Assisted Listening System	1	FJC Auditorium
UREI 56Z Feedback Suppressor	1	FJC Auditorium
Crown 400 Power Amp	2	FJC Auditorium
Extron 3-180 Video DA	1	FJC Auditorium
Extron DAC RGB/YUV Series AMP	1	FJC Auditorium
Extron TPR BNCA Video/.Audio	2	FJC Auditorium
Extron 6 Input Switcher RGBHV & Audio	1	FJC Auditorium
Fostex 6301B Speakers	2	FJC Auditorium
Contemporary Research Z32-STS TV Tuner	1	FJC Auditorium
Panasonic ST-900Y Monitors	2	FJC Auditorium
Panasonic AG-1960 SVHS Player/Recorder	1	FJC Auditorium
Tascam DV-D6500 DVD Player	1	FJC Auditorium
AMX NXA ASB Ethernet Breakout Boxes	2	FJC Auditorium
AMX Netlinx Integrated Controller	1	FJC Auditorium
CPU	1	FJC Auditorium
DA Lite Boardroom Screens (5'X5'3" each), (10'X8'1" each)	2	Training Rooms
Shure UL X 54 Audio receiver for wireless microphone	1	Training Rooms
Vega R-622 UHF receiver for wireless microphone	1	Training Rooms
Shure SM58 Cardioid Hand Held Microphone	1	Training Rooms
Shure ULX1-M1 Cardioid Microphone	1	Training Rooms
Tascam DV-D6500 DVD Player	1	Training Rooms
Panasonic AG 1960 SVHS Player/Recorder	1	Training Rooms
Marantz CD Player/Recorder	1	Training Rooms
Tascam 122 MK III Cassette Deck	1	Training Rooms
Extron MLS 506 Media Link Switcher	1	Training Rooms
Inline 9210 Power Supply	2	Training Rooms
Crown 200 Amplifier for Speakers	1	Training Rooms
Extron MLC 266 IP AAP remote switch	1	Training Rooms
TOA Intercom System	1	Training Rooms

<u>DATA CENTER TRAINING ROOMS EQUIP.</u>			Section J - Attachment 17
<u>QTY</u>	<u>MANUFACTURER</u>	<u>MODEL NUMBER</u>	<u>ITEM / DESCRIPTION</u>
1			Lighting (bulbs & fluorescents) w/fade control
1			Sound System for the wireless microphones
1			Wall Unit consisting of: Shure L4 Diversity Wireless
1		Barco RCVDS 800	receiver with 1 remote controlled video/data selector
1		A-906A	& TOA 900 Series Amplifier
1		LP 540/LP 640	In-Focus Remote
1		LP 540/LP 640	In-Focus Projector
2			Da-Lite Drop-down Screens
2			Projector Lifts
1			RGB 460xi wall mount interface with Euro Channel
2		TOA - A-906A	Mixer Power Amplifier (part of the Shure L4 Diversity
			Wireless Receiver, see above)
1		CAHU 15T and 16T	Air Controller Units (Dataaire, Inc.)
2			Shure 3 Wireless Mike
1			Shure 3 Wireless Mike Receiver
1		SLV-D560P/D360P	Sony DVD/VCR Combo Recorder
5	Odel	Room C-730 - AO	Power Distribution Units DPS 2000
12		Room C-730 - AO	ElectroStatic Cleaners
1	Simplex	Room C-730 - AO	Access Control System
1	UPS	Room C-730 - AO	Universal Power Supply

<u>SECURITY CAMERA SYSTEM</u>			Section J - Attachment 19
<u>QTY</u>	<u>MANUFACTURER</u>	<u>MODEL NUMBER</u>	<u>ITEM/DESCRIPTION</u>
3	Phillips	UNPCH28	Color Cameras with Housings
4	Phillips	LTC0455/20	Color Cameras
2	Phillips	DR16124	DESA DVR
1	Kalatel	GBC-SM-950-205	Discrete In-wall Color Camera
1	Kalatel	GBC-MM-950-8	Discrete MiniMax Color Camera
7	Phillips	LTC1251/21	Dome Cameras
1	Airphone	LED	Door Station
9	Phillips	ENV2460W	Envirodome Kits
9	Phillips	ENV-PSU1	Environmental Power Supplies
3	Phillips	LTC8557/60	Keyboard Hookup Kits
4	Phillips	KBD-Universal	Keyboards
1	Airphone	LEF-3L	Master Intercom Station
1	Airphone	LEM-1	Master Intercom Station
4	Phillips	LTC2910/90	Monitors
4	Phillips	LTC2919/990	Monitors
2	Phillips	LTC2914/91	Monitors
1	Phillips	1.07E+53	VGA Monitor
2	Phillips	LTC8808/00	Video cards
1	Phillips	LTC8621/00	Video Input Card

CHILD DEVELOPMENT CENTER			Section J - Attachment 20		
EQUIPMENT LIST					
<u>QTY</u>	<u>ITEM/DESCRIPTION</u>	<u>MANUFACTURER</u>			
1	Industrial Refrigerator/Freezer				
1	Dishwasher				
1	Microwave/Convection Oven				
1	Clothes Washer				
1	Clothes Dryer				



UNITED STATES CAPITOL POLICE
WASHINGTON, D.C. 20510-7218

CP-491
(4-04)

REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS

Please report with: (1) A valid form of photo identification, (2) and this form to the Fairchild Building located at 499 South Capitol Street SW Washington, D.C., Room 127 between the hours of 7am until 3pm Monday through Friday for processing.

1. Name: (Last, First, Middle) _____ Address: _____
Street & No. _____
City & State: _____
Zip: _____ Tele: _____

2. Other Names Ever Used: (e.g. maiden name, nickname, ect. If you have never used another name write "None".) _____

3. Date of Birth: (Month, Day, Year) _____ 4. Birthplace: (City and State or Country) _____

5. Social Security Number: _____ 6. Gender: _____
Male Female

7. Race: _____ 8. Height: _____ 9. Weight: _____ 10. Eye Color: _____ 11. Hair Color: _____

SIGNATURE AND RELEASE OF INFORMATION:

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

- I understand that the information provided above will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).
- I consent to the use of the information provided in making a security determination concerning me.
- I certify that, to the best of my knowledge and belief, all of the information provided above is true, correct, and complete, made in good faith.

12. Signature: _____ 13. Date: _____

TMFJB SITE WALKTHRU LOCATIONS			Section J - Attachment 23
<u>FLOOR</u>	<u>AREA</u>	<u>ROOM NUMBER</u>	
Roof	Dome Air Handling Room		
Roof	Emergency Generator System		
Roof	Equipment Penthouse Rooms (all)		
7th Floor	Office of Public Affairs Office Suite	7-400	
5th Floor	ADA Unisex Restroom		
5th Floor	Men/Women Restroom		
4th Floor	Library		
4th Floor	Agency Conference Room	4-170	
4th Floor	Electrical Closets (All)		
4th Floor	Mechanical Closets (All)		
4th Floor	Balconies		
Ground	Administrative Services Division Suite	G-350	
Ground	North Lobby Command Post	G-North	
Ground	Judicial Conference Center	G-189	
Ground	Telephone Wire Closet	G-South	
Ground	SC Area		
Mezzanine	Child Development Center	M-200	
Mezzanine	Fire Control Room	2nd Street Entrance	
Concourse	AO Training Room	C-726	
Concourse	Cafeteria	C-160	
Concourse	Data Centers	C-650	
Concourse	Elevator Machine Room		
Concourse	Garage Elevator		
Concourse	Federal Judicial Center (FJC) Auditorium		
Concourse	FJC Classrooms	C-415	

Concourse	FJC Teleconferencing Studio	C-South	
Concourse	FJC Video/Conferencing Studios	C-North	
Concourse	Fitness Center	C-120	
Concourse	Health Unit	C-100	
Concourse	Loading Dock		
Concourse	Mailroom	C-280	
Concourse	Mechanical Rooms		
Concourse	Property Manager Office Space	C-260	
Concourse	SC Library Annex		
Outside	Grounds/Landscape		

WEEKLY MAINTENANCE WORKSHEET

[illegible]



A/E DESIGN MANUAL

Architect of the Capitol Requirements for: Associate Architects/Engineers Design Contracts

October, 2005

Alan M. Hantman, FAIA
Architect of the Capitol
United States Capitol
Washington, D.C. - 20515

Documents contained in this Guide:

Introduction to the A/E Design Manual
Project Programing
Associate Architects/Engineers
Design Requirements for Small Projects
Design Requirements for Medium Projects
Design Requirements for Large Projects
Design Requirements for Large Projects w/CM
Construction Documents - The Drawings
Construction Documents - The Project Manual
Construction Documents - CAD Requirements
Construction Documents - Cost Estimates

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PART 1 - INTRODUCTION TO THE A/E DESIGN MANUAL

-
- 1.1 PURPOSE**
 - 1.2 DESIGN PHILOSOPHY**
 - 1.3 SCOPE**
 - 1.4 DEFINITIONS AND ABBREVIATIONS**
 - 1.5 CORRESPONDENCE**
 - 1.6 MEETINGS**
 - 1.7 ARCHITECT OF THE CAPITOL PERSONNEL**
 - 1.8 CORRECTIONS**
 - 1.9 DESIGN MANUAL CONVENTIONS:**

“We will be an innovative and efficient team dedicated to service excellence and to preserving, maintaining and enhancing the National treasures entrusted to our care.”

PART 1 - INTRODUCTION TO THE A/E DESIGN MANUAL

- 1.1 **PURPOSE:** The purpose of this manual is to describe and define the process and to enumerate the deliverables required from Associate Architects/Engineers for the design and construction of building projects for the Office of the Architect of the Capitol (AOC). Other manuals within the agency deal with definitions and processes for Work Orders, Service Calls, Initiatives, and other processes required for maintenance and operation of Congressional facilities.
- 1.2 **DESIGN PHILOSOPHY:**
- A. **Stewardship:** The Office of the Architect of the Capitol has identified stewardship as one of the agency’s core values. All of the agency’s design and maintenance efforts are undertaken with the protection and preservation of the Capitol Complex’s historic trust. The facilities are designed and constructed for very long design lives, using high quality durable materials that return their higher first cost through reduced replacement needs. Further, because the AOC maintains our own facilities, we are vitally concerned with the serviceability of materials and equipment of our facilities and will consider our value engineering options accordingly.
 - B. **Interagency Consistency:** To the extent possible, the AOC has attempted to align our requirements for deliverables with those of the U.S. General Services Administration and to incorporate appropriate language for same from *Facilities Standards for the Public Buildings Services*, PBS-P100.
- 1.3 **SCOPE:**
- A. **General:** This manual is applicable to all sizes and scopes of construction and renovation projects prepared by the Office of the Architect of the Capitol. The Professional Services Contract or the project Task Order will define both the project size and the required building quality level.
 - 1. **Project Size:** The AOC classifies projects as Small, Medium, Large, and Large Utilizing Construction Managers, and this manual provides differing processes for delivering each size of project. See Part 2 for definitions of Project Size and Part 4 for delivery processes.
 - 2. **Building Quality Levels:** AOC buildings are classified as Principal, Support, or Service class structures. Consult the AOC Design Standards for applicable design requirements.
 - B. **Applicability:** This Manual is not intended to be all-inclusive nor deal with all aspects of all projects. It will be supplemented from time-to-time as required.

- C. **Reference:** The procedures set forth in this Manual and its Appendices shall NOT be made a part of any Construction Document by reference.
- D. **Use:** The requirements of this Manual shall be considered mandatory unless specifically stated otherwise by the AOC.

1.4 DEFINITIONS AND ABBREVIATIONS:

- A. **Agency or AOC:** The Office of the Architect of the Capitol.
- B. **AOC Construction Manager:** The individual assigned by the AOC (as appropriate to whose forces are executing the project construction) to manage the construction of a given project. Normally this individual will be assigned during the Project Initiation Phase to enable participation in constructability reviews throughout the project's design and document production phases.
- C. **Associate Architect/Engineer:** A consultant engaged in private practice retained to execute a Project for the AOC. The Associate A/E is advised to carefully examine the AOC Professional Services Contract as the consulting responsibilities under AOC contracts differ materially from those executed with Executive Branch agencies. The Associate A/E may be required for specific projects to retain the services of consulting design specialists for certain areas of the work.
- D. **Building Program:** The summary of the Client's needs analysis and operational requirements for the project that clearly defines what is to be done, how it will be done, by whom, to whom, with what resources, and the results anticipated.
- E. **Capitol Complex:** The buildings and grounds of the Legislative Branch of the United States and the United States Supreme Court located within the District of Columbia in areas closely proximate to the United States Capitol that are under the jurisdiction of the Architect of the Capitol. The Legislative Branch also possesses properties located off of the Capitol Complex that are subject to requirements of the A/E Design Manual but may also be affected by local or state provisions that differ from the Capitol Complex itself:
 - 1. ***The United States Botanic Garden Nursery at D.C Village:*** Botanic Garden facilities and related facilities of the Architect of the Capitol and the United States Capitol Police.
 - 2. ***AOC Facilitiesw at Ft. Meade, Maryland:*** Book storage facilities of the Library of Congress and warehousing of the Architect of the Capitol.
- F. **Client:** The using office or agency for whom the project is being designed and constructed. The "end user." (In this manual, the Architect of the Capitol is usually not considered the "client").
- G. **Construction Manager:** An independent firm retained by the Government to coordinate and manage all of the construction trades for a given project. Services may also include design oversight and the provision of constructability reviews as defined for a given project.

- H. **Contracting Officer's Technical Representative (COTR):** When a project involves an Associate Architect/Engineer, the Project Manager serves as the project Contracting Officer's Technical Representative COTR.
- I. **Facility Program:** An on-going, inter-related series of Projects undertaken over a defined period of time to accomplish a complex- or jurisdiction-wide scope of work.
- J. **Government:** The Legislative or Judicial Branches of the United States of America, as represented by the Office of the Architect of the Capitol.
- K. **Initial Project Statement:** A request for design or construction work prepared by the Superintendent's Project Coordinator or other project requesting official of the AOC based on interviews with the requesting entity.
- L. **Jobs:** A grouping of related work orders generated within the AOC's CAFM (computer-aided facility management) system that may or may not be performed as a result of a design project. Jobs are assigned tracking numbers (WOLIs - work order link identifiers) within the CAFM system. Jobs serve to ensure that related work orders are accomplished in an organized manner.
- K. **Program Director:** The Assistant Architect, a Superintendent, a Facility Manager, the Director of Architecture, the Director of Engineering, the Landscape Architect, or a Member of the AOC [Senior Policy Committee](#), or a designee of any of the preceding, who has authority for scope and budget control for a given AOC facility program. This individual is typically responsible for a number of projects and works with the Assistant Architect to establish individual project priority within the total project load of the agency. It is the responsibility of the Program Director to ensure that each project and Project Manager has the necessary resources to complete projects on time and within budget.
- L. **Project Statement:** The Project Statement is composed of three parts: The Program Description, the Project Justification, and the Project Schedule.
- M. **Project:** A project is any construction or interior design related task that requires the involvement of staff beyond the resources under the authority of a Superintendent or Facility Manager within the Office of the Architect of the Capitol. In practical terms, this usually implies a task that will require some kind of documented design, be it architectural, engineering, interior, or landscaping.
- N. **Project Manager:** The lead AOC design professional for a given project. Depending on project scope, the lead designer may be an architect, engineer, interior designer or Superintendent's Project Manager. The Project Manager is responsible for coordinating the design input and production, and for coordinating the design of all supporting Architects/Engineers assigned to a given project. The Project Manager shall notify Program Directors of progress in meeting required scopes, budgets, and time constraints. The AOC Project Manager is involved with the project from "cradle-to-grave." *[Other agencies call this position "Architect in Charge" or "Engineer in Charge"]*

- O. **Superintendent's Project Coordinator:** An individual on the staff of one of the AOC's Superintendent's Offices who is tasked with coordinating project requirements between the Client Organization and the AOC. This individual will prepare the initial Project Statement and Project budget estimate and will obtain initial approval of the appropriate authorizing Committee prior to commencement of any formal design services.
- P. **Task Leader:** An AOC design professional assigned to a specific project who provides supporting architectural or engineering design or design review coordinated by the Project Manager. A given project may have none or several Task Leaders assigned based on project complexity. The assignment of supporting architects/engineers is made by the Discipline Division Head for which that individual is employed and usually in consultation with the Program Director.

1.5 CORRESPONDENCE:

- A. **Project Correspondence:** Project correspondence shall be directed to the AOC Project Manager, c/o the Architect of the Capitol, U.S. Capitol, Washington, D.C. 20515.
 - 1. All correspondence shall contain the Project Title and the AOC Project Number.
 - 2. Reports of all conferences and telephone instructions shall be prepared and provided to the Project Director and the Project Architect/Engineer within five working days of the event.
 - 3. Correspondence regarding invoices shall be directed to Accounting Division, Architect of the Capitol, Washington, D.C. 20515.
- B. **Security of Mail:** Due to security restrictions, do not transmit drawings via E-mail or the internet. Transmittals with tight time constraints should be hand-carried or delivered using commercial services (FedEx or UPS, etc.) due to the time required for security screening of mail.

1.6 MEETINGS:

- A. **General:** All planning and design review meetings will be scheduled by the AOC Project Manager after receiving requests from any party involved with the Project.
 - 1. **Notice:** Issued by the AOC Project Manager.
 - 2. **Agenda:** Shall be prepared by the party requesting the meeting.
 - 3. **Minutes:** Shall be maintained and distributed by the AOC Project Manager for Projects that only involve AOC personnel, and by the Associate A/E for other projects.
 - a. Each item of work requiring action or resolution shall have the name of an individual tasked with completing that item, in "action log" format.
 - b. Items of "New Business" within the minutes for Design Phase and Construction Phase meetings shall be numbered consecutively, starting with 1.1 for the first meeting, 2.1, for the second, etc. Unresolved items from preceding meetings shall be carried under "Old Business" and shall carry their original item number.

- c. Parties taking exception or having corrections for any distributed minutes shall submit them to the authoring party within 5 working days of receipt of the minutes.
 - d. Minutes shall be distributed within 5 working days of each meeting.
 - e. The use of spreadsheet formats for minutes is encouraged.
4. **Telephone Conversations:** Telephone conversations and other informal conversations with the AOC wherein the discussions materially affect project scope, schedule, or cost shall be confirmed in writing to the AOC Project Manager.

1.7 ARCHITECT OF THE CAPITOL PERSONNEL:

A. Design & Construction Disciplines:

Director of Engineering:	Mr. Scott Birkhead, PE	(202) 226-5630
Asst. Director of Engineering:	Mr. William Weidemeyer, PE	(202) 226-5630
Director of Architecture:	Mr. Bruce Arthur, RA	(202) 225-3430
Director of Construction Management	Mr. Gary Vawter	(202) 226-2582
Director of Mechanical Branch:	Mr. Rick Khan, PE	(202) 226-3180
Director of Electrical Branch:	Ms. Annette Kim, PE	(202) 226-3471
Security Officer:	Mr. Russell J. Norris	(202) 228-2601
Director of Planning:	Mr. Terrel Emmons, FAIA	(202) 226-7125
Director of Technical Support Division:	Mr. John Weber, RA	(202) 226-4711
Director of Project Management Div.:	Mr. Larry Delaney, AIA	(202) 225-5900
Special Asst. for Project Management:	Mr. Stuart Pregnall	(202) 226-6109
Asst. Head, Elevator Branch:	Mr. Charles Aquilina	(202) 225-3988
Director Fire Protection Eng. Branch:	Mr. John Williams, PE	(202) 226-2645
Director of Electronics Division:	Mr. Robert Hoyler	(202) 224-9827

B. Executive Office for Facility Management:

AOC Fire Marshall:	Mr. Ken Lauziere, PE	(202) 226-3460
Safety & Environmental Division:	Mr. Larry Denicola, PE	(202) 226-6176

C. Building Superintendents:

US Capitol Building:	Mr. Carlos Elias	(202) 226-4859
Senate Office Buildings:	Mr. Lawrence Stoffel, PE	(202) 224-5023
House Office Buildings:	Mr. Frank Tiscione	(202) 225-7012
Library of Congress Buildings:	Mr. Stephen Ayers, AIA	(202) 225-3180
Supreme Court Building:	Mr. Marc Frampton	(202) 479-3143
US Botanic Garden Buildings:	Ms. Holly Shimizu	(202) 225-6670
US Capitol Power Plant:	Mr. Michael Keegan	(202) 225-4380

D. AOC Landscape Architect:

Mr. Mathew Evans, ASLA	(202) 224-6645
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E. Procurement Division:

Director	Ms. Cynthia Bennett	(202) 226-2557
Asst. Director:	Mr. Christopher Blumberg	(202) 226-2559
Head, Branch 1:	Ms. Carole Boucher	(202) 226-4526
Head, Branch 2:	Ms. Eleanor Deegan	(202) 226-4525

F. Office of General Counsel:

General Counsel	Mr. Charles Tyler, Esq.	(202) 225-1210
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G. Records Management Division: Mr. Ben Myers (202) 225-5581

H. Office of the Attending Physician:

AOC Sanitarian:	Mr. Wesley Mills	(202) 225-7993
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1.8 DESIGN MANUAL CONVENTIONS:

- A. Language:** Instructions provided in the imperative mode shall be considered as mandatory. Recommendations are stated using terms such as “should” or “may.” Bolding, underscoring, and leading italics are used for readability only. Terms which have special meaning within the A/E Design Manual (such as *Building Program*) and proper titles are italicized.
- B. Content Levels:** The A/E Design Manual is divided into Parts that equate to typical book Chapters. Part 4 is further divided into “lettered” sub-parts (4s, 4m, 4l and 4cm) , only one of which will be applicable to a given project as determined by project size and delivery technique. Each Part is further formatted using standard “outline” format into “articles” (4l.2) and paragraphs (4l.2J). Appendices follow the Parts to provide both examples of requirements and further detail.
- C. Cross References:** Cross-references are made by Part and Article.
- D. Approved Documents:** The A/E Design Manual contains documents approved by the Architect of the Capitol (AOC) and makes reference to other AOC-approved documents and industry standards. As necessary, the AOC will provide electronic copies of AOC documents.

1.9 CORRECTIONS:

- A.** Please forward corrections or suggestions for improvements to this manual:

Office of the Architect of the Capitol
Technical Support Division
Ford House Office Building
Washington, DC 20515

END OF PART 1

PART 2 - PROJECT PROGRAMMING

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- 2.1 PURPOSE
 - 2.2 PROJECT STATEMENT
 - | 2.3 FORMAL **PROGRAMS OF REQUIREMENTS**
 - 2.4 PROJECT BUDGET
 - 2.5 PROJECT SCHEDULE
 - 2.6 CLIENT APPROVAL

PART 2 - PROJECT PROGRAMMING

2.1 INTRODUCTION

- A. **The Building Program:** The AOC Project Manager will schedule an initial scope and planning meeting with the Client and the Superintendent's Project Coordinator to define the *Program of Requirements*. Information gained from that meeting and from research, and comparison with similar or preceding projects shall then be used to establish the draft *Program Statement*. The Professional Services Contract or the project Task Order will define both the project size and the required building quality level.
- B. **Project Size:** The AOC classifies projects as Small, Medium, Large, and Large Utilizing Construction Managers, and this manual provides differing processes for delivering each size of project.
1. **Small Projects:** Small projects typically involve only a single design discipline (with minor assistance provided by others), encompass short design frames (measured in days or hours), have construction cost ranges up to approximately \$250,000, are typically performed by agency design staff or under Task Orders by IDIQ consulting contracts, and are executed using a very abbreviated design process. Reviews are presented in sketch form or by check plots of the working documents. As many of these projects are system-related, they often do not involve a formal Congressional Client and may require only approval by the appropriate Superintendent's office. At a minimum, Small Projects will have a verified *Initial Project Statement* refined into a *Program Statement*. Additionally, the *Small Project Development Checklist* will be completed. (See Part 4s).
 2. **Medium Projects:** Medium projects involve multiple design disciplines, encompass somewhat longer design frames (but typically within a single fiscal year), have cost ranges from approximately \$250,000 to \$5 million, and are usually executed under ongoing IDIQ Contracts with Associate A/Es. They are executed using an abbreviated production process that typically involves only a single design phase and a single construction documents phase. At a minimum, Medium Projects shall have a verified *Initial Project Statement* refined into a *Program Statement* and a fully completed *Medium Project Development Checklist*. For Projects covered by formal Budget Requests, the *Program Statement* shall fully conform to the project description contained in the Budget Request (See Part 4m).
 3. **Large Projects:** Large projects involve multiple design disciplines, encompass multi-year time frames to execute, have cost thresholds exceeding \$5 million, usually require the services of Associated A/Es working under Professional Services Contracts with the AOC, and require a more traditional design process as described within the American Institute of Architects *Handbook of Professional Practice*. Large Projects shall have a verified *Initial Project Statement* refined into a *Program Statement* and a fully developed *Program of Requirements* that complies with the requirements specified in this Part.

4. **Large Projects Utilizing Construction Managers:** These projects amend the preceding paragraph to incorporate the involvement of a Construction Manager to assist in project design, costing/constructability, and delivery.
- C. **Building Quality Levels:** AOC buildings are classified as Principal, Support, or Service class structures. Consult the *AOC Design Standards* for applicable design requirements. The building quality levels are characterized as follows:
1. **Principal Buildings:** Major, monumental buildings of historic significance and characterized by very long service lives (100 years +). These buildings typically directly house activities of Senators, Members of Congress and Supreme Court Justices, or house related agencies. Significant public traffic must be accommodated. These buildings embody the nature of the legislative and judicial processes and the historic fabric of our country's government.
 2. **Support Buildings:** Buildings of long service life (50 - 100 years) that support staff and related activities of the Congress, the Library of Congress or the Supreme Court. These buildings benefit from the use of durable materials with low maintenance but not of the finish levels provided for Principal Buildings.
 3. **Service Buildings:** Buildings with service lives of 25 to 50 years. Utilitarian buildings that support service and maintenance functions, generally requiring low maintenance finishes and materials more consistent with standard commercial practice.
- D. **Project Execution:** No project may proceed without a complete and approved *Program of Requirements*.

2.2 THE PROGRAM STATEMENT - ALL PROJECTS

- A. **Program Statement:** The *Program Statement* is composed of three parts: the *Project Description*, the *Project Justification*, and the *Project Schedule*.
- B. **Project Description:** The *Project Description* is a single paragraph that provides a brief overview of the project, highlighting the Client's general needs and scale of the project, its location, project schedule, and any special or unique features that may affect the project scope or cost. The *Program Statement* shall always note any requirements for abatement of hazardous materials that may be present. The *Initial Project Statement* shall be used as the synopsis for all Budget and Project Tracking descriptions.
1. Location
 2. Project Scope.
 3. Project Size - Small, Medium, Large or Large with CM.
 4. Activity Functions with assigned square footage.
 5. Room types and adjacency matrices.
 6. Special or unique features: Special services or utilities required for this project.
 7. Project Schedule with phasing, if necessary.
 8. Historic impact.

- C. **Project Justification:** The justification explains the need for and the benefits to be derived from the project as well as the impacts from not doing the work or from schedule slippage.
- D. **Project Schedule:** The AOC Project Manager shall outline the amount of time required for: completion of design (including as required the retention of any consultants), for review and approvals of design, for bidding, and for execution of the construction of the project.
 - 1. **Date Required:** All Program Statements shall delineate completion date.
 - 2. **Project Schedule:** The Project Manager, working in conjunction with the Superintendent's Project Coordinator and the Office of the Assistant Architect, shall prepare a Project Schedule that details milestones for completion of tasks and Phases and their associated reviews and approvals. All Project Schedules shall include review and approval time allowances as specified within this *A/E Design Manual*.

2.3 FORMAL PROGRAMS OF REQUIREMENTS

- A. **Required Components:** When required by the Professional Services Contract or by an IDIQ Task Order, the Associate A/E shall prepare a formal *Program of Requirements*.
- B. **The Space List:** Prepare a standard spreadsheet (*Excel*) listing of all required elements for all spaces required in the project in conformance with the *AOC Pre-Design Manual*.
 - 1. Department
 - 2. Space Name
 - 3. Number of Stations
 - 4. NASF (Net Assignable Square Footage) per unit.
 - 5. Total NASF.
 - 6. Purpose.
 - 7. Proximity.
 - 8. Access and Adjacencies.
 - 9. Historic Impact.
- C. **Code Analysis:** Complete the Preliminary Code analysis identifying applicable Codes and Editions, Use Group classifications, and proposed building types.

2.4 PROJECT BUDGET

- A. **The Cost Estimate:** A Program Phase estimate shall be prepared in an elemental form using Uniformat II (ASTM E-1557-96). Estimates at this phase shall be prepared using basic elements, cost per square foot of gross floor area, city cost ratios, and applicable lump sum allowances. The cost estimate shall include an appropriate cost contingency based on historic agency trends for the type of work involved and the phase at which the estimate is being performed. All cost estimates shall be approved by the Technical Support Division. Escalation shall be calculated to the estimated mid-point of construction.
- B. **Total Costs:** Statements of Project Budget shall encompass all costs required to complete the project - direct and indirect:

1. **Property Acquisition:** Include any land costs; building costs; and miscellaneous - professional fees, advertising, etc.
2. **Professional Services:** Include planning; programming; A/E professional design services; miscellaneous professional services; construction management services; AOC CMD construction management services; AOC project management services; and reproduction/CBD announcements/photographic documentation; etc.
3. **Construction Costs:** Site & building preparation, demolition; anticipated general construction cost (alternates); hazmat remediation (including hazmat monitoring services); inflation to construction midpoint; construction contingency; testing services - air balance, commissioning, field tests; utility connection fees; permit fees - environmental; and record document preparation.
4. **Miscellaneous Expenditures:** Include temporary swing space costs; telecommunication costs; government ff&e (furniture, fixtures & equipment); government furnished security equipment; project phasing, and miscellaneous government (signage, etc.)
5. **AOC Project Contingency:** Provide as directed.

2.5 PROJECT SCHEDULE

- A. **General:** Using standard Gant charting methods, prepare an initial timeline for total project execution, including, at a minimum, design phases, AOC review periods, Client approval periods, procurement preparation and procurement phases, contract award, and construction time.

2.6 CLIENT APPROVAL

- A. **Client Acknowledgement & Approval:** Following review and approval by the Client, the Project Scope, Project Schedule, and Project Budget will be collected into a formal *Program of Requirements*. *No Project may proceed to design without a Program of Requirements approved in writing by the Client, authorized representative of the client agency or office, and Superintendent.* Work will not proceed through the process absent formal signoffs.
 1. **Safety & Environmental Division:** All *Programs of Requirements* shall be reviewed and approved by the AOC Life Safety office.
 2. **Food Service Systems:** All food service systems shall be reviewed and approved by the AOC Sanitarian.
- B. **Changes in Program Scope or Schedule:** Associate A/Es are not authorized to alter or change project scope or diverge from the *Program of Requirements* without written approval and authorization of the AOC Project Manager and the Client. All proposed changes to scope shall be accompanied by a statement of impact to Project Schedule and Project Budget, if required.
 1. **Value Engineering:** Modifications proposed as a result of value engineering studies shall require full Client approval prior to the modification of any *Program of Requirements provision* and prior to incorporation into the project design.

END OF PART 2

PART 3 - ASSOCIATE ARCHITECTS/ENGINEERS

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- 3.1. **GENERAL**
 - 3.2 **ASSOCIATE ARCHITECT/ENGINEER RESPONSIBILITIES**
 - A. General
 - B. Responsibilities of Associate A/E
 - C. Design Within Budget
 - D. Errors and Negligent Performance
 - E. Field Investigation
 - F. AOC Provided Data
 - 3.3 **DESIGN START-UP**
 - A. Pre -Design Conference
 - B. Quality Assurance Program
 - 3.4 **CONSULTANT EVALUATIONS**

PART 3 - ASSOCIATE ARCHITECT/ENGINEERS

3.1 INTRODUCTION

- A. **General:** This Part addresses general responsibilities of the Associate Architect/Engineer and its relationship with the AOC Project Manager. It is intended to compliment the requirements contained in the Professional Services Contract or IDIQ Task Order.

3.2 ASSOCIATE ARCHITECT/ENGINEER RESPONSIBILITIES:

- A. **General - Pre-Contract Meeting:** Prior to development of the final Professional Services Contract or IDIQ Task Order, the AOC Project Manager will meet with the firm to discuss the project and the scope of services required. Topics to be covered include:
1. **Project Scope:** Presentation of the *Project Scope* and *Program of Requirements*. If the Contract or Task Order will require Associate A/E production of a *Program of Requirements*, then the requirements for that work will be provided.
 2. **Project Schedule:** The required *Project Schedule* and a discussion of how the Associate A/E plans to meet that schedule. Milestones for Project design phase reviews and completion of construction and bidding documents shall also be identified.
 3. **Project Budget:** A presentation of the total *Project Budget*, the portions of funding allocated to design services and to estimated construction contract cost (the project's funding limitation).
 4. **A/E Services:** A discussion of the scope of professional services required and the services of mechanical, electrical, structural, cost estimating, food service and other consultants that may be required for a given project.
 5. **Project Team:** Relationship of the Associate A/E's staff to the project with identification of principal-in-charge, managers, and other key personnel.
 6. **Compensation:** A discussion of fees, reimbursable costs, and inspection services.
 7. As appropriate, a visit to the project site.
- B. **Responsibilities of the Associate A/E:** The Associate A/E shall be responsible for the professional quality, technical accuracy, and coordination of the project design, including the Construction Documents, and other services furnished under the Professional Services Contract or Task Order. The Associate A/E shall, without additional compensation, correct or revise errors or deficiencies in the project design, including the Construction Documents, and other services furnished under the Professional Services Contract or Task Order. The Government's review, approval, acceptance of, or payment for any of the services required under the Professional Services Contract or Task Order, shall not be construed as a waiver of any rights under the Professional Services Contract or Task Order or of any cause of action arising out of the performance of the Professional Services Contract or Task Order. The use of a particular criteria requirement, unless specifically prescribed by the Government, shall not release the Associate A/E from responsibility for professional quality and technical accuracy.

- C. **Design Within Funding Limitations:** The Associate A/E shall accomplish the design services required under this contract so as to permit the award of a construction contract, using the AOC's standard procurement documents and procedures for the construction of the facilities designed at a price that does not exceed the funding limitation price as set forth in the Professional Services Contract or Task Order. Acceptance of the Professional Services Contract or Task Order and the Government scope by the Associate A/E acknowledges that the project can be designed within available funding to the quality standards specified.
1. **Monitor Cost:** The Associate A/E shall promptly advise the AOC if it finds that the project being designed will exceed or is likely to exceed the funding limitation and it is unable to design a usable facility within this limitation. Upon receipt of such information, the AOC will review the Associate A/E's revised estimated construction contract cost. The Associate A/E may, if he determines that the estimated construction contract cost required to be submitted in this contract is so low that award of a construction contract not in excess of the funding limitation is improbable, request a change in scope or materials as required to reduce the estimated construction cost to an amount within the funding limitation set forth in Professional Services Contract or Task Order, or the AOC may adjust such funding limitation if funds are available. When bids or proposals are not solicited or are unreasonably delayed, the AOC will prepare an estimate of constructing the design submitted and such estimate shall be used in lieu of bids or proposals to determine compliance with the funding limitation.
 2. **Bid Options:** Should tight market conditions or project scope require solicitation of bids when project cost estimates approximate funds available, the Associate A/E shall submit a listing of Bid Options (alternates) to the AOC for approval. The determination of items to be included as Bid Options shall ensure that the resultant Base Bid scope will both ensure that fundamental Government needs detailed in the appropriation are satisfied while simultaneously ensuring that bids will be received within funding limitations. To preserve bidding practicality, Bid Options shall be limited to no more than five (5).
 3. **Re-Design:** When bids or proposals for the construction contract(s) are received that exceed the funding limitation, the Associate A/E shall perform such re-design and other services as are necessary to permit contract award within the funding limitation. These additional services shall be performed at no increase in the price of this contract. However, the Associate A/E shall not be required to perform such additional services at no cost to the Government if the unfavorable bids or proposals are the result of conditions beyond its reasonable control, in the opinion of the AOC.
 4. **Planning or Programming Projects:** The preceding requirements shall not apply for Projects when project costs have not been developed at the time of A/E contract award.
- D. **Errors and Negligent Performance:** Design errors or omissions which result in damages or extra cost to the Government, will be evaluated for potential Associate A/E financial liability. If the AOC determines that the Associate A/E is financially liable for a design deficiency, the Associate A/E will be so advised by official correspondence. The Associate A/E shall be, and remain liable to the Government, in accordance with applicable law, for damages to the Government caused by the Associate A/E's negligent performance of any of the services furnished under the Associate A/E contract. The preferred method of settlement of Associate A/E financial liability is for the Associate A/E to negotiate directly with the Construction

Contractor. Where the Associate A/E cannot reach an agreement with the Construction Contractor or if the Associate A/E declines to negotiate, the AOC will arrange settlement directly with the Construction Contractor and will bill the Associate A/E.

3.3 DESIGN STARTUP:

- A. **Pre-Design Kick-Off Meeting:** After completion and Client approval of the *Program of Requirements*, a pre-design conference with all involved parties shall be held. This conference shall involve the Jurisdiction Project Coordinator, AOC Project Manager, Associate A/E and his team, and Project Construction Manager.
1. **Review *Program of Requirements*:** Clearly identify the Client, the project goals, review the scope or program, clearly establish project quality requirements and the project budget. Ensure that the project designer has resolved any issues regarding the *Program of Requirements* prior to commencing work. **G**
 2. **Finalize *Delivery Schedule*:** Review Project Schedule and identify milestones, required deliverables, review procedures, requirements for back-checking and resolution of comments prior to phase advancement, and requirements for completion. **G**
 3. **Total Project Budget:** Confirm the budget reporting format, the major components to be tracked, and the options to be tracked separately. **G**
 4. **Finalize *Teams & Project Directory*:** Identify roles and responsibilities of all team members. Circulate the list of team member names, addresses, telephone numbers, and E-Mail addresses. Review E-mail protocols. **G**
 5. **Identify *Contract Responsibilities*:** Review the applicable *Task Order* or *Professional Services Agreement* and ensure that responsibilities are understood. Discuss formats for document production and delivery and clarify A/E responsibilities for construction administration (if any). **G**
 6. **Identify *Client Responsibilities*:** Identify Client responsibilities for furniture, fixtures and equipment, location and sufficiency of any required swing space, move coordination, power disruption approvals, etc. **G**
- B. **Quality Assurance Program:** Following the completion of the *Pre-Design Kick-Off Meeting*, the Associate A/E shall prepare the following for submission and approval prior to commencing design:
1. **Outline of Associate A/E Action Plan.** Prepare a plan detailing the steps to be undertaken during the design and construction process to ensure that project drawings and specifications are rigorously reviewed and coordinated. At each step list which QA actions will be undertaken. Include with each step of the plan an appropriate space where a senior member of the firm can initial and date that the required QA action has been accomplished. Detail the means by which non-conforming data will be corrected and verified. At submission of the 100% design documents, submit the latest “marked-up” check-set documents (drawings, specifications, etc.), necessary to ensure that a thorough review QA effort has been completed and that all AOC review comments have been satisfied.

2. **Design Time Line:** Prepare a detailed time line and resource plan for the A/E and its consultants and subcontractors that complies with the *Project Schedule* agreed to at the *Pre-Design Kick-Off Meeting*. Show required review milestones and personnel loading against design activities. Ensure that required review and approval periods are included. A standard bar-chart is an acceptable format for presenting the required time line.
- C. **Design Phase Field Investigation:** During design, the A/E shall visit the project site only after making arrangements with the AOC Project Manager or his designee. The AOC Project Manager will serve as the liaison with the Client and will coordinate communications and reviews for the project.
1. Site investigations shall verify all conditions, dimensions, and locations in the Project Area which may be affected by the proposed work or which may affect the proposed work. Any site conditions noted that are in variance with the scope or building program shall be immediately presented to the AOC Project Manager for resolution.
 2. The Associate A/E shall not rely solely on existing information, such as record drawings or as-built drawings for either a new project or a renovation to an existing facility.
 3. A/E site investigations shall identify or verify potential hazardous materials.
- D. **AOC Provided Data:** In addition to the *Program of Requirements* and its associated data, the AOC Project Manager will make available, as appropriate to the given Project, the following data and information:
1. **Drawings:** The AOC will provide a listing of both traditional paper or film drawings available in agency archives for areas of the Capitol Complex covered by the project scope. The Associate A/E shall review the available drawings with the Records Management Division and shall identify which drawings are required for their use and submit a listing to the AOC. The AOC will make available a single copy of each approved drawing.
 - a. **Records Management:** Archival drawings are maintained by the AOC Records Management Division. The Associate A/E shall coordinate all meetings with the Records Management Division through the AOC Project Manager.
 2. **Computer-Aided Design Drawings:** As available, the AOC will make available electronic copies of applicable plans and details for existing buildings or building areas affecting the project. Such data will be presented in Bentley Systems' *MicroStation* .DGN format and by means consistent with AOC security procedures. As applicable, the AOC will additionally furnish default AOC cell libraries for agency symbols and title blocks, and menus that support agency leveling schemes.
 3. **Geotechnical Data:** Soil borings will be provided by the AOC (or may be required under the *Task Order or Professional Services Contract*), but interpretation of those borings shall remain the responsibility of the Associate A/E.
 4. **Fire Protection Water Flow Tests:** The AOC will perform water flow tests on existing water supply system(s) in order to determine the adequacy of the water supply for the expected demands. The findings will be presented in a format consistent with NFPA 13.

5. **Utility Connections:** The Associate A/E shall meet with local electrical power and water service utilities to verify availability of services. The Associate A/E shall advise the AOC of any required permits or fees in a timely manner so as to not delay the project.

3.4 CONSULTANT EVALUATIONS:

- A. **Performance Evaluation:** At completion of the Project, the AOC Project Manager is required to complete *Standard Form 1421, Performance Evaluation (Architect-Engineer)*, for the design team on the Project. The AOC reserves the right to distribute these forms to other agencies of the Federal Government.
 1. **Interim Evaluations:** On Large Projects, the AOC Project Manager may provide interim evaluations on a case-by-case basis.

END OF PART 3

PART 4s - DESIGN REQUIREMENTS FOR SMALL PROJECTS

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- 4s.1 INTRODUCTION**
 - 4s.2 DESIGN AND CONSTRUCTION DOCUMENTS PHASE**
 - 4s.3 PROCUREMENT PHASE (AS APPLICABLE)**
 - 4s.4 CONSTRUCTION PHASE (AS APPLICABLE)**
 - 4s.5 CONSULTANT PROJECT CLOSEOUT**

PART 4s - DESIGN REQUIREMENTS FOR SMALL PROJECTS

4s.1 INTRODUCTION

- A. **General:** Design and construction document phases for Small Projects shall be combined into a single phase. Small projects designs may be prepared by AOC staff or by Associate A/Es employed under indefinite delivery/indefinite quantity contracts (IDIQ).
- B. **Level of Detail:** All projects shall be designed and contract documents prepared as if the resulting construction is to be executed by non-AOC forces. Reuse of existing AOC master plans and adaptation of standard details is a prerequisite of work on Small projects, to both ensure adherence to agency standards and to conserve time.
 - 1. Most Small Projects will be constructed by either Superintendent staff or by the AOC Construction Branch, although the documents should support elevation to SOC contracting.
- C. **Pre-Design Kick-Off Meeting:** As required by Part 3 and prior to commencement of the Design phase and, the Associate A/E shall meet with the AOC Project Manager. **G**
- D. **Project Schedule:** In conformance with Part 3 and the agreements reached at the Kick-Off Meeting, Associate Architects/Engineers, prepare a time line and resource plan for the Project showing all required resources. Start/Finish dates may be substituted for formal time lines for projects involving only one discipline and estimated to be performed in less than 80 hours. **G**
- E. **Preliminary Code Analysis:** The Associate A/E is responsible for compliance of the design with of Code requirements. At a minimum, the Preliminary Analysis shall define the following: **G**
 - 1. Applicable Code and Edition applied to the analysis,
 - 2. Use Group Classification (s) for the facility and major parts thereof,
 - 3. Proposed type of Construction Classification,
 - 4. Accessibility regulations to be applied.
 - 5. Renovation Projects: Ensure that work to be performed in existing buildings is consistent with existing Code classifications, interpretations, and does not violate variances.
 - 6. **Preliminary HazMat Assessment:** Conduct field surveys as required to supplement any existing conditions documents forwarded by the AOC Project Manager. **G**
 - a. **Hazardous Material Identification:** Review existing asbestos and lead test results provided by the AOC. Perform additional testing for lead-based paint and asbestos-containing materials as necessary to determine the extent of hazardous materials to be encountered during the construction of the project. A certified inspector must be used to obtain the required number of bulk asbestos and/or lead-based paint

samples in the areas affected by the project, and submit the samples to a certified laboratory for analysis. The asbestos samples must be analyzed using either polarized light microscopy (PLM) with dispersion staining (EPA Method 600/R93-116) or transmission electron microscopy (TEM) for non-friable organically bound bulk samples (NY ELAP Method 198.4). Provide a report that reflects both the reliance on past testing and the results of any additional analysis, and include quantities of the hazardous materials found.

- b. *Waste Stream Samples:* To address EPA regulatory concerns, take a representative sample of the waste stream to be generated and perform Toxicity Characteristic Leaching Procedure (TCLP) testing (EPA Method 1311) to determine if the lead/heavy metals in the wastes should be managed and disposed of as hazardous waste; or determine through appropriate calculations that the lead/heavy metal content cannot exceed the TCLP limit for hazardous waste.
- c. *Abatement:* Incorporate appropriate abatement, monitoring, and disposal procedures into the design documents.
- d. *Hidden Hazards:* Incorporate standard language related to hidden hazards (see AOC Division One).

4s.2 DESIGN AND CONSTRUCTION DOCUMENTS PHASE

- A. **Design and Construction Documents Phase:** Other than very simple free-hand sketches or simple CAD drawings, the initial design CAD files are also used to develop the final construction documents, similar in concept to “leaving the vellum taped down” from start to finish.
 - 1. **Mid-Point Review:** For purposes of scheduling and preparation of the Associate A/E’s fee proposal, plan for one check review at the consultant’s office with the AOC Project Manager and appropriate AOC Task Leaders. This mid-point review may be conducted using standard check plots or “yellow-line” correction sets. The intent of this review is to confirm progress while minimizing the expenditure of time by Team members. **G**
- B. **Construction Documents:** As these projects typically involve only a single or few trades, inter-discipline coordination is rudimentary. Required documents include:
 - 1. **Drawings:** Submit for approval project drawings (plans, elevations, sections, and details) 100% complete, with 1/4" scale preferred as a practical minimum scale for floor plans. Wherever practicable use the AOC’s 22" x 34" title blocks designed for half-size plotting to 11" x 17". **G**
 - 2. **Space:** Space tabulations (if applicable) verifying compliance with building program or with duly authorized modifications thereto. Clearly summarize final Code analysis on the drawings or by written documentation, as applicable. **G**
 - 3. **Calculations:** Attach copies of all required calculations to the *Project Folder*. **G**
 - 4. **Specifications:** Project Specifications are usually reduced to detailed drawing notes. Adhere to all AOC requirements with respect to FAR restrictions on use of brand names and inspection labeling. For projects that may require portions sub-contracted to private contractors, provide short-form specifications for the required work. Where possible,

utilize drawing notes to specify materials or installation requirements. Projects prepared for Solution Order Contracts (SOC) award shall require preparation of SOC Short-form Division 1, General Requirements, sections. **G**

5. **Cost Estimate:** Submit a construction cost estimate prepared in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.5, *Construction Document Phase Estimate*. Prepare the estimate using Unifomat II, Level 4 (ASTM E-1557) based on 100% construction document floor plans, specifications for all materials, finishes, and building, mechanical, and electrical systems. Include detail reports with full crew resource loading. Do not include any design contingency. Perform value engineering analysis as required to ensure bidding within funding limitations and to assist in definition of any necessary Bid Options. **G**

C. Documents Review and Final Deliverables:

1. **Progress Reviews:** Design and construction document review will be conducted informally, as required, using standard “check plots,” produced as necessary. For very minor work review may be performed “on-screen.”
2. **Final deliverables:** At completion of the design and construction documents work, submit the following:
 - a. Provide a one complete set of vellum reproducible, plotted at full-size, ready for final reproduction and bidding and a minimum of 5 bound sets, or the number enumerated in the Professional Services Contract or Task Order, of drawings. **G**
 - b. Provide 5 sets, or the number enumerated in the Professional Services Contract or Task Order, of calculations, and cost estimates bound into 8 -1/2" x 11" brochures. **G**
 - c. Provide one camera-ready, unbound copy original of the Project Manual and 5 bound copies. **G**
 - d. Deliver required databases on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy disks, CD-ROM, or ZIP disks. Deliver other required deliverables in accordance with applicable Parts of this A/E Design Manual. **G**

- D. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical “overview” presentation to the AOC Project Team following the AOC document distribution period. **G**

- E. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 5 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline’s work. **G**

- F. **Wrap-Up Review Conference:** A minimum of 5 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 5 calendar days. **G**

- G. **Construction Documents - Backcheck:** Correct 100% construction documents to incorporate revisions to comply with final AOC review comments. **G**

4s.3 **PROCUREMENT PHASE (AS APPLICABLE)**

- A. **General:** These projects will generally be executed by Superintendent staff or by the AOC Construction Branch. Conventional bidding activities, as such, will normally not be required. The AOC's Project Manager will work with the Superintendent's offices and agency contractors to schedule the work. If elevated to a SOC contract, the AOC will work with agency SOC contractors to negotiate the construction contract.
- B. **Preparation of Addenda:** Formal addenda, as such, are not envisioned in this scale of project. Clarification will be issued as using standard Request for Interpretation (RFI) procedures addressed to the AOC Project Manager. **G**
1. ***Request for Interpretation:*** The Project Manager is responsible for processing and resolving any RFIs, in consultation with the Associate A/E. **G**

4s.4 **CONSTRUCTION PHASE (AS APPLICABLE)**

- A. **General:** This section addresses jointly shared construction administration responsibilities provided for Small Projects - distributed between the AOC Project Manager, the AOC Construction Manager, and as provided in the Professional Services Contract or Task Order, the Associate A/E. The provisions are prefaced on projects procured via formal Invitation for Bids or Requests for Proposals. Occasionally, Small projects also may be constructed through the use of Solution Order Contracts (SOC). (For projects constructed under SOC contracts, consult the processes detailed in Part 4m, Medium Projects).
1. ***Professional Services Contract:*** Services in this section are dependent on option for Construction Administration being exercised in the Professional Services Contract or Task Order.
2. ***Document Annotation:*** Update with appropriate annotation all construction documents to reflect modifications issued during the Bid period and to reflect any Options exercised by the AOC.
- B. **Mobilization/Project Startup:**
1. **Pre-Construction Meeting:** The AOC Project Manager will conduct the meeting, take and distribute minutes. Agenda items include: the introduction of the team, enumeration of required submittals, explanation of required processes, explanation of site restrictions, and discussion of required quality assurance procedures.
2. **Construction Schedule:** The AOC Project Manager will provide oversight of the Construction Schedule and coordination of any Government provided work.

C. Projects Controls and Decision Expediting:

1. **Request for Interpretation (RFI):** The AOC Project Manager with the assistance of the Associate A/E is responsible for processing and resolving RFIs.
2. **Processing of Submittals:** The AOC Project Manager, will, as necessary, process and forward to the Associate A/E for review, any required submissions of product data, shop drawings, calculations, coordination drawings, samples, and mock-ups for compliance with Contract Documents. The Associate A/E shall annotate submittals and recommend disposition (approval, rejection, etc.) to the AOC Project Manager.
 - a. **Processing Time:** Submittals will be reviewed and processed by the Associate A/E within 14 calendar days of receipt (including submittals to sub-consultants). Submittals that require coordination with other submittals will be held until all required submissions are received.
3. **Certifications and Test Reports:** The AOC Project Manager will review and approve all Contractor certifications and test reports.
4. **Field Meetings:** The AOC Project Manager will conduct the required field meetings, compile the minutes and distribute them to the parties involved. Duplication of multiple sets within organizations represented shall be the responsibility of each organization.
5. **Field Observation:** As necessary, the Associate A/E may accompany the AOC Project Manager on periodic site visits and conduct on-site observations of the Work. This observation may coincide with the dates of the Field Meetings.
6. **Construction Modifications (Change Orders):** The Project Manager will, as necessary, process and forward to the Associate A/E for review, all Change Order requests. The Change Order request shall be analyzed for conformance with design intent, consistency, fair cost, and the effect on project schedule. Requests for “approved equals” will not be accepted as the basis for change order requests.
7. **Requests for Payment:** The AOC Project Manager process all payment requests.

D. Project Closeout:

1. **FFE Coordination:** Coordination of Government furnished furniture, fixtures, and equipment shall be provided in accordance with the Professional Services Contract or Task Order. The AOC will furnish required listings of required items and of agency representatives appropriate to the items covered.
2. **Punch Lists:** The AOC Project Manager will prepare the project “punch-list,” make assignments as to whom is responsible to resolve each punch-list item, and recommend to the AOC completion of required elements on the list.
3. **Closeout Submittals:** *[Future]* O & M manuals, warranties, etc.
4. **Equipment Startup (Commissioning):** *[Future]*

4s.5 CONSULTANT PROJECT CLOSEOUT

- A. **General:** As part of final project closeout collect, organize, and transmit to the AOC any revisions to specifications, construction modifications, Requests for Interpretation; etc. that have not been previously delivered to the AOC.
- B. **As-Built Documentation:** If the Professional Services Contract or Task Order requires Associate A/E preparation of “as-built” CAD files incorporating all field revisions and construction modifications update the appropriate construction drawings and forward electronic copies to the AOC. If the Professional Services Contract or Task Order requires review and approval of “as-built” CAD data prepared by others, complete that review and transmit findings to the AOC.
- C. **Final Payment to Associate A/E:** Following delivery and AOC approval of Consultant Closeout documentation, prepare and submit request for final payment.

END OF PART 4s

PART 4m - DESIGN REQUIREMENTS FOR MEDIUM PROJECTS

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- 4m.1 **INTRODUCTION**
 - 4m.2 **PROJECT STARTUP:**
 - 4m.3 **DESIGN PHASE**
 - 4m.4 **CONSTRUCTION DOCUMENTS PHASE**
 - 4m.5 **BACKCHECK SUBMISSION**
 - 4m.6 **BID PHASE (AS APPLICABLE)**
 - 4m.7 **CONSTRUCTION PHASE (AS APPLICABLE)**
 - 4m.8 **CONSULTANT PROJECT CLOSEOUT**

PART 4m - DESIGN REQUIREMENTS FOR MEDIUM PROJECTS

4m.1 INTRODUCTION

- A. **General:** Medium Projects represent a significant portion of the dollar volume of the AOC's workload but do not in themselves demand or support the design phase resources required under traditional A/E contracts. Because the projects are of more limited scope, the multiple iterative design review and revision submissions are rolled into a single unit of work with the designer developing the design directly from the Scope and *Program of Requirements* and informally working directly with the Client to evolve the final design from which the construction documents may be produced. Medium Projects usually have a short time frame attached to their execution and are usually less complex than Large Projects. Thus, this Chapter of the *A/E Design Manual* has been developed to address the reduced scope deliverables required for this scale of work.
1. Programming Phase (As required by the *Professional Services Contract* or *Task Order*).
 2. Design Phase.
 3. Construction Documents Phase.
 4. Procurement Phase.
 5. Construction Administration Phase (As required by the *Professional Services Contract* or *Task Order*).
- B. **Level of Detail:** Projects shall be designed and construction documents prepared as if the resulting project is to be formally bid. Most projects developed under standard contracts will be constructed using either Construction Branch or SOC contracts, although they may be elevated to formal open bidding (IFBs) or directed to construction by agency resources.
- C. **Pre-Submittal Reviews:** Prior to the completion of the design phase and prior to printing of review sets, meet with the AOC Project manager to review the available drawings and documents for the purpose of developing a list of documents for reproduction and submission for review. Where possible, this meeting will be held at such time as to permit document reproduction without infringing on the AOC review period. Allow for a minimum of 10 working days review by the AOC at each phase.
- D. **Incorporation of Review Comments:** All review comments shall be incorporated into work subsequent to each submittal and *prior to commencement of the next phase*. All comments shall be responded to in writing to clearly state the action the Associate A/E will take in response to each comment. If the Associate A/E takes exception to a review comment, the issue shall be clearly presented so that the issue may be resolved by the AOC. Responses to AOC review comments shall be entered into the AOC-provided computer spreadsheets to enable consistent tracking of related comments throughout the life of the project. Clarify "Will Comply" responses with actions to be undertaken. (See Appendix 4A).

1. **Backcheck Sets:** Submission of backcheck sets verifying incorporation of AOC comments shall be limited to sheets or specification sections affected by those comments and to two sets of same for review by the AOC Project Manager. The 100% construction documents backcheck submission shall be a complete construction documents set.

4m.2 PROJECT STARTUP:

- A. **Pre-Design Kick-Off Meeting:** As required by Part 3 and prior to commencement of the Design phase, the Associate A/E shall meet with the AOC Project Manager, review the *Program of Requirements*, the Schedule, the Budget, the Team and administration responsibilities. **G**
- B. **Consultant Approach:** The Associate A/E shall examine the *Program of Requirements*, AOC standards and requirements and prepare a Project Execution Plan that summarizes the firm's approach to executing the work, and enumerates the major design standards to be used and how they will be applied to the Project. **G**
 1. **Existing Conditions Documentation:** If specified within the *Professional Services Contract* or *Task Order*, the Associate A/E shall survey the existing facility, either field measure existing rooms and spaces and create drawings or review AOC provided drawings of rooms and spaces. Document critical discrepancies and modify the drawings to accurately reflect existing conditions, and analyze existing structural, mechanical, electrical, and life safety systems and document each to the extent required for execution of the Project. **G**
- C. **Project Schedule:** Prepare a proposed project schedule and resource plan for the Project showing all required Associate A/E and AOC resources. Provide for all required review periods. Include each design phase, procurement phase, full construction phases, and commissioning activities. A standard Gant chart (bar-chart) is an acceptable format for presenting the required time line. **G**
- D. **Preliminary Code Analysis:** The Associate A/E is responsible for the initial determination of Code requirements. If the Professional Service Contract or Task Order requires the services of a Code Consultant, coordinate that consultant's findings with all members of the design team. At a minimum, the Preliminary Analysis shall define the following: **G**
 1. Applicable Code and Edition applied to the analysis,
 2. Use Group Classification (s) for the facility and major parts thereof,
 3. Proposed type of Construction Classification,
 4. Accessibility regulations to be applied.
 5. Renovation Projects: Ensure that work to be performed in existing buildings is consistent with existing Code classifications, interpretations, and does not violate variances.
 6. Mechanical code evaluation to address ventilation and exhaust requirements and how they will be achieved.
 7. Electrical code evaluation to address lighting levels and emergency power requirements and how they will be achieved.

8. Life safety code evaluation to address fire alarm and fire suppression systems and how they will be addressed. Include an evaluation of code mandated smoke control systems.
9. Electrical equipment installation requirements and how they will be addressed.
10. **Preliminary HazMat Assessment:** Conduct field surveys as required to supplement any existing conditions documents forwarded by the AOC Project Manager. **G**
 - a. **Hazardous Material Identification:** Review existing asbestos and lead test results provided by the AOC. Perform additional testing for lead-based paint and asbestos-containing materials as necessary to determine the extent of hazardous materials to be encountered during the construction of the project. A certified inspector must be used to obtain the required number of bulk asbestos and/or lead-based paint samples in the areas affected by the project, and submit the samples to a certified laboratory for analysis. The asbestos samples must be analyzed using either polarized light microscopy (PLM) with dispersion staining (EPA Method 600/R93-116) or transmission electron microscopy (TEM) for non-friable organically bound bulk samples (NY ELAP Method 198.4). Provide a report that reflects both the reliance on past testing and the results of any additional analysis, and include quantities of the hazardous materials found.
 - b. **Waste Stream Samples:** To address EPA regulatory concerns, take a representative sample of the waste stream to be generated and perform Toxicity Characteristic Leaching Procedure (TCLP) testing (EPA Method 1311) to determine if the lead/heavy metals in the wastes should be managed and disposed of as hazardous waste; or determine through appropriate calculations that the lead/heavy metal content cannot exceed the TCLP limit for hazardous waste.
 - c. **Abatement:** Incorporate appropriate abatement, monitoring, and disposal procedures into the design documents.
 - d. **Hidden Hazards:** Incorporate standard language related to hidden hazards (see AOC Division One).

4m.3 DESIGN PHASE

- A. **General Design Phase:** All design studies and engineering calculations required to design Medium Projects are to be accomplished during a single phase design period. Required submissions during design do not anticipate multiple submissions or reviews. At completion of the design phase, as appropriate to the project type, submit the following:
 1. **Design Commentary:** Provide narrative descriptions of various features and a listing of any differences between the *Program of Requirements* and the proposed design. Summarize the features of the building envelope, major structural systems, principal interior finishes, historic considerations, mechanical systems, electrical systems, conveying systems, fire alarm/life safety systems, security and telecommunication systems. Clearly summarize preliminary Code analysis on the drawings or by written documentation. **G**
 2. **Space Studies:** Submit tabulations contained in a standard spreadsheet containing at a minimum the following data or database fields: **G**

- a. Title Block
- b. Project Name
- c. Project Number
- d. Gross Project Square feet
- e. Program Space Name
- f. Program Net Assignable Square Footage for each Space.
- g. Design Space square feet
- h. Design Net Assignable Square Footage for each Space.
- i. Variance between Program and Design assignable areas.

- B. **Pre-Submission Procedures:** Prior to production of the review sets, the AOC Project Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. **G**

- C. **Design Drawings and Calculations:** Develop design to the stage normally prepared for *Design Development* and submit drawings for the following:

1. **Site Plans:** As applicable, provide narrative describing site circulation and access concept, utility distribution scheme, drainage concept, and landscape design concept. Provide reasoning for plant selection and proposed landscape maintenance/watering plans. Identify borrow/disposal sites and any required permits. **G**

- a. **Drawings:** As applicable, provide the following at appropriate scales:

- 1) **Site Layout Plan:** Show extent of improvements, adjacent buildings, existing and proposed contours, surface drainage, parking facilities as appropriate, site access, traffic circulation, and site furnishings. **G**
- 2) **Site Utilities Plan:** Show existing and proposed sizes and locations/tie-ins of all utilities, including domestic and fire protection water lines, sanitary sewer lines, and steam and chilled water tunnels/lines. **G**
- 3) **Landscape Design Plan:** Define total scope of landscaping, locate major existing trees and features scheduled to remain, proposed planting beds, and irrigation systems as applicable. **G**

- b. **Calculations:** As applicable, provide site and building storm drainage calculations, parking calculations, and dewatering calculations. **G**

2. **Architecture:** Provide a narrative discussion by system to address building massing, circulation and access to major spaces, justification for major materials and finishes to be used, justifications for any project-dependent proprietary products, planned methods/systems for exterior maintenance, and a list of options being proposed to control scope/cost. Address incorporation of all Government-provided furniture, fixtures, and equipment. **G**

- a. **Drawings:** As applicable, provide the following at appropriate scales:

- 1) *Floor Plans:* Double line plans for each floor and typical floor showing rooms, departmental areas and agencies, and identifying each room or space. Show vertical pipe and duct spaces, columns, and other principal features. Show special equipment areas at enlarged scale. **G**
 - 2) *Elevations:* Elevation drawings of each exterior elevation of the structure (at scales consistent with the floor plan drawings), indicating materials and fenestration illustrating architectural character and building massing. **G**
 - 3) *Building Sections:* Building sections and typical wall sections, indicating floor-to-floor heights, vertical systems, etc. **G**
 - 4) *Schedules:* Include a preliminary schedule of floor, wall, and ceiling finishes proposed for typical rooms and spaces. Clearly indicate any Government furnished or installed equipment in schedules. **G**
- b. *Calculations:* As applicable, provide exterior envelop dew point calculations, acoustical calculations, and toilet fixture counts. **G**
3. ***Structural Systems:*** Provide a narrative discussion of framing and foundation system. Clearly identify design criteria employed. List all live, dead, and wind loads utilized. Include soils investigation and materials report. **G**
 - a. *Drawings:* As appropriate, provide framing plans, at same scale as architectural floor plans, and key details. **G**
 - b. *Calculations:* Provide gravity load, lateral load, foundation and vibration calculations; and evidence the design is not subject to progressive collapse. Evaluate design for seismic loads. For all computer generated results, submit a model of the input data and program material to allow understanding of the output. **G**
4. ***Mechanical Systems:*** Provide a narrative discussion of the HVAC system general features, configuration, rationale for selection, and how it integrates with architectural building systems. As appropriate to the project, discuss recommended energy sources and conservation. Provide notation of outdoor summer and winter design conditions, and indoor design conditions and special requirements, indoor relative humidity design conditions, ventilation requirements, and special requirements, building block heating and cooling loads, and ventilation requirements calculations. **G**
 - a. *Drawings:* As applicable, provide the following at appropriate scales:
 - 1) *Mechanical Floor Plan:* Provide floor plan, at same scale as architectural floor plans, that shows the main distribution systems for both ducts and mechanical piping. Define all required mechanical spaces. For alterations, clearly show connections points to existing systems. **G**
 - 2) *Plumbing Floor Plan:* Provide a diagrammatic floor plan for each floor, at same scale as architectural floor plans, that shows main supply and soil routing for domestic water systems. Discuss specialized areas. **G**

- b. *Calculations:* Provide computerized building energy analysis. Report energy broken into five categories: heating, air conditioning, lighting, domestic hot water, and other (summarize items included in “other”). Summarize utility consumption in a schedule that addresses the following (as applicable): **G**

- | | | |
|----|----------------|--|
| 1) | Electricity | KVA |
| 2) | Steam | lbs/hr |
| 3) | Chilled water | gpm and Tons |
| 4) | Domestic water | gpm |
| 5) | Fire Flow | gpm |
| 6) | Irrigation | gpm |
| 7) | Sanitary | gpm |
| 8) | Storm | Total impervious Area, sq.ft. or acres |

5. *Electrical Systems:* Provide narrative discussion of the design, including basic assumptions and points of interconnection with the existing electrical systems. Submit preliminary load calculations and for both normal and emergency power distribution system. Explain the impact of the new construction to the existing distribution system. Include current demand load and projected load of new construction. Describe work phasing plan. **G**

- a. *Drawings:* As applicable, provide the following at appropriate scales:

- 1) *Floor Plans:* Indicate location and sizes of electrical and emergency equipment and include room titles and area functions. Provide electrical plans at the same scale as the architectural floor plans. Provide separate distribution plans for lighting, power, and telecommunication layouts. **G**
- 2) *Electrical Rooms:* Provide minimum 1/8" scale plans of all electrical rooms indicating the adequacy of the new electrical equipment layout. **G**
- 3) *Single-Line Diagrams:* Submit a clear elementary single-line diagram of the proposed electrical system (normal and emergency). Include in the diagram low voltage panelboards, branch circuit panels and representative methods of feeding 277/480 volt, (if required) and 120/208 volt normal and emergency panels. Include preliminary design of proposed lighting and lighting controls, dimmers, location of cove lighting, etc. Indicate proposed special purpose power circuits, such as isolated computer power. Describe the methods and assumptions used for lighting foot candle level calculations. **G**
- 4) *Materials:* Provide lighting fixture product data (cuts), and cuts of any other major electrical components which will require AOC approval. **G**

- b. *Calculations:* Provide preliminary load calculations for both normal, emergency, and any special power distribution systems. Break calculations down into lighting, receptacles and power. Include current demand load and projected load of new construction. For alterations and additions, indicate if the existing panels meet the new loads and available short circuit rating. **G**

6. **Fire Protection:** Provide narrative discussion of occupancy classifications, ratings of structural components, classification of interior finishes, and location of fire-rated walls and partitions. Identify code sections used and review the building for compliance with life safety codes and discuss the design's impact on security requirements. Highlight any requirements for use of code equivalencies or exceptions. Highlight any requirements for use of code equivalencies or exceptions. Provide egress information with tabular listing of number and type of each exit, loads at each exit, and travel distances with path widths and capacities noted. Indicate planned configuration of sprinkler system, types of sprinklers to be used and the minimum required residual pressure required for each type, and concepts of fire notification and alarming. Provide summary of hydrant flow test data for fire water connection that is no more than 1 year old. **G**
 - a. **Fire Protection Drawings:** Provide fire protection plans for each floor, at same the scale as the architectural floor plans, that show fire alarm zones, sprinkler zones and associated occupancy hazard, smoke zones, equipment spaces for fire protection systems, standpipe and locations, sprinkler main sizes, zone valves, and flow switches, locations and ratings of fire walls and smoke barriers. Provide cover sheet listing codes employed, edition, and major sections. **G**
 - b. **Calculations:** Provide NFPA occupant loads and area of each space, full egress calculations, sprinkler hydraulic calculations with pressure losses associated with all components and applied to most distant sprinkler, and notation of software used. **G**
 - c. **New buildings or New fire service:** Contact the District of Columbia Water and Sanitation Department (or other jurisdictions as appropriate) to coordinate the requirement for the new service. **G**
7. **Security Systems:** Requirements for security systems will be forwarded to the Associate A/E on a case-by-case basis. **G**
- D. **Outline Specifications Submission:** Identify principle materials, finishes, and building systems to be used. At this stage, brand names may be utilized to describe components in the interest of brevity. **G**
- E. **Cost Estimates Submission:** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.4, *Design Development Phase Estimate*. Prepare the design estimate using Unifomat II, Level 3 (ASTM E-1557) based on design phase floor plans, outline specifications for principle materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Include a design contingency at this phase to account for the preliminary nature of the design. Provide allowances for materials/systems not yet defined. **G**
- F. **Design Review Deliverables:** When the documents are approved for submission, the Associate A/E shall provide the AOC with the full sets of documents for distribution to

reviewing offices. Allow 2 work days for internal distribution by AOC staff prior to the required review conference.

1. Provide a minimum of 5 sets (or the number enumerated in the Professional Services Contract or Task Order) of unmounted drawings reduced to half size plots. **G**
 2. Provide one set of schematic drawings mounted on foam board. **G**
 3. Provide 5 sets (or the number enumerated in the Professional Services Contract or Task Order) of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 4. Deliver required databases on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy disks, CD-ROM, or ZIP disks. **G**
- G. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical "overview" presentation to the AOC Project Team following the AOC document distribution period. **G**
- H. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 5 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- I. **Wrap-Up Review Conference:** A minimum of 5 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 5 calendar days. Resolve all comments prior to making application for payment for each phase. **G**
- J. **Back-Check:** Resolve and document responses to all agency comments. Obtain approval to responses prior to proceeding with the next phase. Incorporate required revisions to drawing files prior to proceeding to next phase to ensure that all participants are working from the same coordinated design. Submit revised record set to the AOC Project Manager. **G**
- K. **Formal Presentations & "On-Board Reviews":** The Associate A/E shall prepare a formal presentation of the Design to both the Client, required Congressional oversight committees, and such public presentations as may be identified by the AOC. Such presentations shall include large scale mounted plots of architectural floor plans that clearly explain the design response to Building Program. As appropriate, supplement the mounted plans with diagrammatic images and space/area charts or tables that summarize adherence to requirements. The Associate A/E should plan on having the lead design professional from each major discipline in attendance at these presentations to answer questions. If provided in the Professional Services Contract or Task Order, provide a mass model to explain the project's relationship to surrounding areas and buildings. **G**
1. The Associate A/E shall prepare for 2 formal presentations.

4m.4 CONSTRUCTION DOCUMENTS PHASE

- A. **Construction Documents - Rolling Reviews:** Informal reviews and progress checks will be held throughout the development of the construction documents through the simple expedient of having sample “checkset” plotted for AOC review. At completion of this phase, submit a complete set of construction documents for final review and bidding. Include review comments and responses from the preceding phase.
1. **Mid-Point Review:** For purposes of scheduling and preparation of the Associate A/E’s fee proposal, plan for one check review at the consultant’s office with the AOC Project Manager and appropriate AOC Task Leaders. This mid-point review may be conducted using standard check plots or “yellow-line” correction sets. The intent of this review is to confirm progress while minimizing the expenditure of time by Team members. **G**
- B. **Construction Documents - Drawings:** Associate A/Es are encouraged to use AOC 22" x 34" title blocks (where applicable) with the goal of printing half-size final documents. Where project complexity warrants, prepare conventional documents. **G**
- C. **Final Documents - Pre-Submission Procedures:** Approximately 3 weeks prior to the Associate A/E’s production of the final document review sets, the Project Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC’s review process. **G**
1. **Project Specifications:** Submit for review and approval drafts using “striked-out” masters or annotated copies of office masters that clearly show data retained and deleted. Eliminate any references to proprietary brand names unless the products have been previously approved by the AOC Project Manager. **G**
2. **Cost Estimates Submission:** Submit for review a draft construction cost estimate prepared in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.5, *Construction Document Phase Estimate*. Prepare the estimate using Unifomat II, Level 4 (ASTM E-1557) based on 100% construction document floor plans, specifications for all materials, finishes, and building, mechanical, electrical, fire protection, and security systems, as applicable. Include detail reports with full crew resource loading. Do not include any design contingency. Perform value engineering analysis as required to ensure bidding within funding limitations and to assist in definition of any necessary Bid Options. **G**
- D. **Final Engineering Calculations:** Provide final calculations for major systems and necessary material data to support all equipment, materials, and systems used in the final construction documents. **G**
- E. **Final Project Specifications:** Provide all sections, with review comments fully resolved, printed in final format complete with applicable project number and title on every page. **G**

1. **Construction Branch:** Projects that have been confirmed for Construction Branch construction may utilize “short-form” specification formats for the Technical Section that provide material listings but do not include fully developed Part 1, General, or Part 3, Execution portions.
 2. **SOC Contracts:** Provide complete Technical Sections. Assist the AOC in the preparation of Division 1, General Requirements (Short Form).
 3. **Invitation for Bids:** Projects that will be constructed by a single trade or a very limited number of trades will be identified by the AOC as requiring preparation for open public bidding. Examples of this condition include elevator modernization contracts, roof replacements, paving and sidewalk contracts, etc.
- F. **Final Cost Estimates Submission:** Update the draft submitted above and incorporate AOC review comments. Final cost estimate submissions shall provide an estimate for each base bid, option (alternate), and unit price. **G**
- G. **Design Review Deliverables:** When the documents are approved for submission, the Associate A/E shall provide the AOC with the full sets of documents for distribution to reviewing offices. Allow 2 work days for internal distribution by AOC staff prior to the required review conference.
1. Provide a minimum of 5 sets (or the number enumerated in the Professional Services Contract or Task Order) of unmounted drawings reduced to half size plots. **G**
 2. Provide 5 sets (or the number enumerated in the Professional Services Contract or Task Order) of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 3. Deliver required spreadsheets, calculations, specifications, etc. on standard 3-1/2" *Windows NT* or *XP* formatted floppy disks or CD-ROM. **G**
- H. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical “overview” presentation to the AOC Project Team following the AOC document distribution period. **G**
- I. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 5 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline’s work. **G**
- J. **Wrap-Up Review Conference:** A minimum of 5 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 5 calendar days. **G**

4m.5 CONSTRUCTION DOCUMENTS - BACKCHECK SUBMISSION

- A. **Construction Documents - Final:** Correct 100% construction documents to incorporate revisions to comply with final AOC review comments. **G**

- B. **Final Engineering Calculations:** Provide final calculations for major systems and necessary material data to support all equipment, materials, and systems used in the final construction documents. **G**
- C. **Project Specifications:** Provide 100% of the applicable sections complete, printed in final format complete with applicable project number and title on every page. **G**
- D. **Cost Estimates Submission:** Provide corrected 100% construction documents cost estimates to incorporate revisions to comply with final AOC review comments. **G**
- E. **Documents Review and Final Deliverables:** Submit final deliverables:
 - 1. Provide a one complete set of polyester reproducible, plotted at full-size, ready for final reproduction and bidding and a minimum of 8 bound sets (or the number enumerated in the Professional Services Contract or Task Order) of drawings. **G**
 - 2. Provide 8 sets (or the number enumerated in the Professional Services Contract or Task Order) of calculations, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 - 3. Provide one camera-ready, unbound copy original of the Project Manual and 5 bound copies. **G**
 - 4. Deliver required spreadsheets on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy disks or CD-ROM. Deliver other required deliverables in accordance with applicable Parts of this *A/E Design Manual*. **G**

4m.6 **PROCUREMENT PHASE (AS APPLICABLE)**

- A. **General:** These projects will generally be executed under Construction Branch or SOC contracts. Conventional bidding activities, as such, will normally not be required. The AOC will work with Construction Branch or SOC contractors to negotiate the construction contract. However, the Associate A/E shall respond to Requests for Interpretation and provide responses to the AOC Project Manager for inclusion in any Addenda.
- B. **Preparation of Addenda:** All addenda which are required to clarify the bidding documents, respond to RFIs, accomplish revisions, accept or reject substitutions, and correct errors shall be prepared by the Associate A/E and forwarded to the AOC Project Manager for approval and subsequent distribution by the AOC. Prepare addenda in formats similar to those used in the Project Manual, listed in the order of the Project Manual and drawings, addenda numbered sequentially and dated. Do not include Bidder's Meeting minutes in addenda. Issues forwarded to the Associate A/E by bidders shall be reviewed, determinations made, and draft text forwarded to the AOC Project Manager within 5 calendar days of the bidder's addenda request for inclusion in the Addenda. **G**

4m.7 CONSTRUCTION PHASE (AS APPLICABLE)

- A. General:** This section addresses jointly shared construction administration responsibilities provided for Medium Projects - led principally by the AOC Project Manager and the AOC Construction Manager. These responsibilities required of the Associate A/E may differ from those employed in the private sector or with other Federal agencies. They differ from some other agencies in that the AOC has a professional staff and construction management expertise.
1. **Professional Services Contract:** Services in this section are dependent on an option for Construction Administration being exercised in the Professional Services Contract or Task Order.
 2. **Procurement Methods:** Medium projects are usually procured via Construction Branch or SOC. As discussed above, Medium Projects may be constructed through the use of Invitations for Bid (IFB). The provisions of this section are prefaced on those contract methods. Because of the contract methods utilized for this class of project, the AOC will assume greater Construction Administration responsibilities than those included in traditional private sector work.
 3. **Document Annotation:** The Associate A/E shall update all construction documents with appropriate annotation to reflect addenda clarifications and modifications issued during the procurement period and to reflect any Solicitation Options exercised by the AOC.
- B. Mobilization/Project Startup:**
1. **Pre-Construction Meeting:** Associate A/E's Project Manager is required to attend. The AOC will conduct the meeting and take and distribute minutes. Agenda items include:
 - a. **The Team:** Introduction of team members from each firm, circulation and verification of address/telephone roster. Identification of roles and responsibilities.
 - b. **Required Submittals:** Evidence of proper insurance, bonding, etc., required prior to Contractor mobilizing on-site.
 - c. **Required Processes:** Procedures for submittals, RFI processing, payment procedures, modifications, etc.
 - d. **Site Restrictions:** Limits on construction compounds/staging areas, Police access requirements, temporary facilities, etc.
 - e. **Quality Assurance Procedures:** List required submittal of plan, required personnel, etc.
 2. **Construction Schedule:** The Contractor shall submit and request approval of the Construction Schedule prior to commencing work on-site.
- C. Projects Controls and Decision Expediting:**
1. **Request for Interpretation (RFI):** The AOC Construction Manager is responsible for processing and resolving RFIs. The AOC Construction Manager will consult with the Associate A/E and the AOC Project Manager for interpretation of all RFIs. The AOC

Master specification sections for Division One, *General Requirements*, constrain the Contractor to pre-process all RFIs prior to requesting interpretation from the Architect.

2. **Processing of Submittals:** The AOC Construction Manager shall process, forward to the Associate A/E for review and annotation/comment all submissions of product data, shop drawings, calculations, coordination drawings, samples, and mock-ups for compliance with Contract Documents. The Associate A/E will return annotated submittals to the AOC for final approval. The AOC Construction Manager will consult with the AOC Project Manager for interpretation or clarification of issues involving submittals.
3. **Certifications and Test Reports:** The AOC Construction Manager will review and approve all Contractor certifications and test reports. The AOC Construction Manager will consult with the AOC Project Manager, who may also consult the Associate A/E, for interpretation or clarification of issues Certifications and Test Reports.
4. **Field Meetings:** Associate A/E attendance of weekly or bi-weekly field meetings is required.
5. **Field Observation:** The Associate A/E may visit the Project and conduct on-site observations of the Work after coordination and upon approval of the AOC.
6. **Construction Modifications (Change Orders):** The AOC Construction Manager will process and recommend for approval by the AOC Project Manager all Change Order requests. The Change request shall be analyzed for conformance with design intent, consistency, fair cost, and the affect on project schedule. Final acceptance of all Change Requests resides with the AOC. Requests for “approved equals” will not be accepted as the basis for change order requests.
7. **Requests for Payment:** The Associate A/E shall review all Contractor Requests for Payment and forward same to the AOC Construction Manager for final processing by the agency.

D. Project Closeout:

1. **FFE Coordination:** Coordination of Government furnished furniture, fixtures, and equipment will be coordinated by the AOC Construction Manager and the applicable AOC Superintendent’s office.
2. **Punch Lists:** The Associate A/E will prepare the project “punch-list” and recommend to the AOC completion of required elements on the list.
3. **Closeout Submittals:** Ensure that training of Government employees has been conducted, Operation and Maintenance Manuals are distributed, and maintenance schedules and methods are clearly presented for implementation by the Government. Maintenance schedules and methods shall be addressed specifically to the equipment as employed in the project.
4. **Equipment Startup (Commissioning):** *[Future]*

4m.8 CONSULTANT PROJECT CLOSEOUT

- A. **General:** As part of final project closeout collect, organize, and transmit to the AOC any revisions to specifications, construction modifications, Requests for Interpretation; etc. that have not been previously delivered to the AOC.
- B. **As-Built Documentation:** If the Professional Services Contract or Task Order requires Associate A/E preparation of “as-built” CAD files incorporating all field revisions and construction modifications update the appropriate construction drawings and forward electronic copies to the AOC. If the Professional Services Contract or Task Order requires review and approval of “as-built” CAD data prepared by others, complete that review and transmit findings to the AOC.
- C. **Final Payment to Associate A/E:** Following delivery and AOC approval of Consultant Closeout documentation, prepare and submit request for final payment.

End of Part 4m

PART 4I - DESIGN REQUIREMENTS FOR LARGE PROJECTS

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- 4I.1 INTRODUCTION**
 - 4I.2 PROJECT STARTUP**
 - 4I.3 BUILDING PROGRAM**
 - 4I.4 SCHEMATIC DESIGN**
 - 4I.5 DESIGN DEVELOPMENT**
 - 4I.6 CONSTRUCTION DOCUMENTS - 50% PROGRESS SUBMISSION**
 - 4I.7 CONSTRUCTION DOCUMENTS - 100% FINAL SUBMISSION**
 - 4I.8 CONSTRUCTION DOCUMENTS - 100% BACKCHECK SUBMISSION**
 - 4I.9 PROCUREMENT PHASE**
 - 4I.10 CONSTRUCTION ADMINISTRATION PHASE**
 - 4I.11 CONSULTANT PROJECT CLOSEOUT**

PART 4I - DESIGN REQUIREMENTS FOR LARGE PROJECTS

4I.1 INTRODUCTION

- A. **General:** Design phases for Large Projects shall conform to the definitions stated within the American Institute of Architects *Handbook* (large projects are defined in Part 2). During the planning period the Associate A/E is required to make submittals of the Phases of the Design Process that correspond with the Professional Services Contract detailing the required Phases and stages of those phases for which deliverables are required:
1. Programming Phase (as required by the Professional Services Contract).
 2. Schematic Phase.
 3. Design Development Phase.
 4. Construction Documents Phase (with intermediate stages as defined below).
 5. Procurement (Bid) Phase.
 6. Construction Administration Phase (as required by the Professional Services Contract).
- B. **Level of Detail:** All projects shall be designed and construction documents prepared as if the resulting project is to be formally bid through either an Invitation for Bids or Request for Proposals. The consultant is cautioned that due to government restrictions on the use of brand names, federal construction documents typically require higher levels of detailing and specification than do projects for commercial work of comparable quality.
- C. **Pre-Submittal Reviews:** At the completion of each design phase and prior to printing of review sets, the Associate A/E shall meet *informally* with the AOC Project Manager to verify that available drawings and documents meet submittal expectations for the design phase at hand and to develop a list of documents for reproduction and submission for review. Where possible, this meeting will be held at the Associate A/E's office and at such time as to permit document reproduction without infringing on the AOC review period.
- D. **Incorporation of Review Comments:** All review comments shall be incorporated into work subsequent to each submittal and *prior to commencement of the next phase*. All comments shall be responded to in writing to clearly state the action the Associate A/E will take in response to each comment. If the Associate A/E takes exception to a review comment, the issue shall be clearly presented so that the issue may be resolved by the AOC. Responses to AOC review comments shall be entered into the AOC-provided computer spreadsheets to enable consistent tracking of related comments throughout the life of the project. Clarify "Will Comply" responses with actions to be undertaken. Resolve all comments prior to making application for payment for each phase.(See Appendix 4A).
1. **Backcheck Sets:** Submission of backcheck sets verifying incorporation of AOC comments shall be limited to sheets or specification sections affected by those comments and to a

single set of same for review by the AOC Project Manager. The 100% construction documents backcheck submission shall be a complete construction documents set.

41.2 PROJECT STARTUP:

- A. **Pre-Design Kick-Off Meeting:** As required by Part 3 and prior to commencement of the Design phase, the Associate A/E shall meet with the AOC Project Manager and review the Building Program, the Schedule, the Budget, the Team and administration responsibilities. **G**
- B. **Consultant Approach:** The Associate A/E shall examine the *Building Program*, the AOC Design Standards, and prepare a Project Execution Plan that summarizes the firm's approach to executing the work, identifies input required from major stakeholders, and enumerates the major design standards to be used and how they will be applied to the Project. **G**
- C. **Project Schedule:** Prepare a proposed project schedule and resource plan for the Project incorporating all required Associate A/E and AOC resources. The proposed Project Schedule shall conform to the delivery requirements stated in the Professional Services Contract. Include each design phase, each required review period and approval, procurement (bidding & award) phase, full construction phases, and commissioning activities. The Associate A/E shall review the proposed Project Schedule with the AOC Project Manager to ensure that all work can be accomplished in accordance with available resources and within required constraints. A standard Gant chart (bar-chart) is an acceptable format for presenting the activity time line. **G**
 - 1. *Review Schedule:* Coordinate review periods with the AOC Master Design Review Schedule maintained by the AOC *Project Information System*. Ascertain open time slots prior to finalizing project delivery schedules.

41.3 BUILDING PROGRAM

- A. **Required Prior to Design:** Prior to commencement of the Schematic Design phase, the formal *Building Program*, based on the Initial Project Statement and approved by the Client, will be prepared. The *Building Program* will be developed provided to the Associate A/E, or:
 - 1. **Associate A/E Developed Programs:** If specified within the Professional Services Contract, the Associate A/E shall prepare a formal *Building Program* in conformance with Part 2, Project Programming. Note that programming services are recognized as Additional Services beyond the scope of the Basic Services contained within the standard Associate A/E Professional Services Contract. **G**
 - 2. **Site-Analysis Services:** If required by the Professional Services Contract, the Associate A/E shall analyze the existing site for adequacy utility service, fire hydrant flow tests performed within the past 5 years, presence of existing underground obstructions or hazards, topographic features and drainage, relationship of site access transportation sources (both private and public), relationship of site features to surrounding buildings and natural features, and micro climatological systems. **G**
 - 3. **Existing Conditions Documentation:** If required by the Professional Services Contract, the Associate A/E shall survey the existing facility, either field measure existing rooms

and spaces and create drawings or validate AOC provided drawings of rooms and spaces. Document critical discrepancies and modify the drawings to accurately reflect existing conditions, and analyze existing structural, mechanical, electrical, and life safety systems and document each to the extent required for execution of the Project. **G**

4. ***Basis of Design Document:*** Prior to commencing work, provide a Basis of Design outline that represents the Associate A/E's understanding of Program requirements, summarizing by system features and components to be provided in the submitted design. **G**

- B. **Preliminary Code Analysis:** The Associate A/E is responsible for compliance of the design with Code requirements. If the Professional Service Contract requires the services of a Code Consultant, coordinate that consultant's findings with all members of the design team. For all projects, at a minimum, the Preliminary Analysis shall define the following: **G**
 1. Applicable Code and Edition, as identified by the AOC, applied to the analysis,
 2. Use Group Classification (s) for the facility and major parts thereof,
 3. Proposed or existing type of Construction Classification,
 4. Accessibility regulations to be applied.
 5. Mechanical code evaluation to address how ventilation and exhaust requirements will be achieved.
 6. Electrical code evaluation to address how lighting levels and emergency power requirements will be achieved. How electrical equipment installation requirements will be addressed.
 7. Life safety code evaluation to address egress, fire alarm and fire suppression systems and how they will be addressed. Include an evaluation of code mandated smoke control systems.
 8. Equivalency and Options proposals to resolve code issues discerned while maintaining historic fabric of the facility.
 9. Maintenance of Egress: Provide plans addressing maintenance of emergency egress around any construction site that impacts building egress paths. Provide a table of signage revisions and tabulated corrected egress loading per route.
 10. ***Preliminary HazMat Assessment:*** Conduct field surveys as required to supplement any existing conditions documents forwarded by the AOC Project Manager. **G**
 - a. ***Hazardous Material Identification:*** Review existing asbestos and lead test results provided by the AOC. Perform additional testing for lead-based paint and asbestos-containing materials as necessary to determine the extent of hazardous materials to be encountered during the construction of the project. A certified inspector must be used to obtain the required number of bulk asbestos and/or lead-based paint samples in the areas affected by the project, and submit the samples to a certified laboratory for analysis. The asbestos samples must be analyzed using either polarized light microscopy (PLM) with dispersion staining (EPA Method 600/R93-116) or transmission electron microscopy (TEM) for non-friable organically bound bulk samples (NY ELAP Method 198.4). Provide a report that reflects both the reliance on past testing and the results of any additional analysis, and include quantities of the hazardous materials found.

- b. *Waste Stream Samples:* To address EPA regulatory concerns, take a representative sample of the waste stream to be generated and perform Toxicity Characteristic Leaching Procedure (TCLP) testing (EPA Method 1311) to determine if the lead/heavy metals in the wastes should be managed and disposed of as hazardous waste; or determine through appropriate calculations that the lead/heavy metal content cannot exceed the TCLP limit for hazardous waste.
- c. *Abatement:* Incorporate appropriate abatement, monitoring, and disposal procedures into the design documents.
- d. *Hidden Hazards:* Incorporate standard language related to hidden hazards (see AOC Division One).

41.4 SCHEMATIC DESIGN

- A. **Schematic Design:** During this phase define the total project scope. Describe the project principally in two dimensional configurations against the requirements contained within the *Building Program*. The presented schematic design should demonstrate a range of design alternatives investigated for each discipline with each developed to an extent to clearly demonstrate why the system or design presented was chosen. The resulting scheme shall have areas, spaces, and relationships confirmed against *Building Program* requirements and all deviations identified and reconciled.
- B. **Pre-Submission Procedures:** Prior to production of the review sets, the AOC Project Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. **G**
- C. **Schematic Design Submissions:** The Schematic design submission shall contain the following:
 - 1. **Design Commentary:** Provide narrative descriptions of various features and a listing of any differences between the submitted design and the *Building Program*. Summarize the features of the building envelope, major structural systems, principal interior finishes, historic considerations, mechanical systems, electrical systems, conveying systems, fire alarm/life safety systems, security and telecommunication systems. Discuss circulation and egress plans for all categories of occupant. Detail unique features requiring specialized definition or proprietary or time critical solution that could impact project delivery. Clearly identify government furnished furniture, fixtures and equipment. **G**
 - a. **Code Analysis:** Update code analysis, listing compliance required occupancy, life safety, fire resistance, and structural adequacy. **G**
 - b. **Options:** Develop list of design options to ensure that the project may be kept within budget limitations. **G**
 - 2. **Space Studies:** Tabulations contained in a standard spreadsheet format containing at a minimum the following data or database fields: **G**
 - a. Title Block

- b. Project Name
 - c. AOC Project Number
 - d. Gross Project Square feet
 - e. Program Space Name
 - f. Program Net Assignable Square Footage for each Space.
 - g. Schematic Space Name.
 - h. Schematic Net Assignable Square Footage for each Space.
 - i. Variance between Program and Schematic assignable areas.
3. **Site Studies:** Provide a narrative describing the site, the planned access to the building, the relationship to surrounding buildings, future expansion potential, the availability of utilities and services, the interaction with existing pedestrian and vehicular transportation systems, and any restrictions on use of the site. For projects affecting Congressional garages or surface parking, summarize the impact on space count, suggested alternative locations, and length of time that the parking will be affected. **G**
- a. **Drawings:** Provide site plans indicating site boundaries, limits of improvements, setbacks and easements, existing buildings and structures to be removed or retained, adjacent buildings that could impact the project, general topography and vegetation, and predominate drainage routes. Indicate extent of pedestrian/vehicular circulation and parking, and access routes to public transportation. Identify all existing on-site utility services and off-site utility services, including fire protection services. **G**
 - b. **Calculations:** Drainage and run-off the building will impact, parking counts. **G**
4. **Architecture:** Provide narrative discussion by system to address building massing, circulation and access to major spaces, justification for major materials and finishes to be used, planned methods/systems for exterior maintenance, and a list of options being proposed to control scope/cost. Address incorporation of all Government-provided furniture, fixtures, and equipment. **G**
- a. **Drawings:** As applicable to the project, provide the following at appropriate scales:
 - 1) **Floor Plans:** Single line floor plans, showing departmental areas and adjacencies, work areas, corridors, entrances, vertical transportation, and identifying each room or space. Provide overall dimensions; indicate how major mechanical/electrical components may be removed/replaced. **G**
 - 2) **Elevations:** For major building faces showing building massing, shadow lines, materials, fenestration, roof slopes, and relation to adjoining buildings. **G**
 - 3) **Building Sections:** Transverse or longitudinal building section showing floor-to-floor relationships, construction, and roof profiles. **G**
 - b. **Calculations:** Provide preliminary plumbing fixture counts, egress populations, and vertical transportation studies. **G**

5. **Structural Systems:** Provide a narrative discussion of conceptual framing and foundation system with comparison of alternate systems considered and reasons for rejection of each.
 - a. *Drawings:* Provide drawings indicating planned framing systems with bay sizes, column locations, and expansion joints. **G**
 - b. *Calculations:* Identify all live, dead, seismic and wind design loads. **G**
6. **Mechanical Systems:** Provide a narrative discussion of the HVAC system general features, configuration, rationale for selection, and how it integrates with architectural building systems. For new facilities, explain Project interfaces with existing chilled water and steam sources, city water/sewer connections, and electrical utilities. Verify reliability/capacity of existing infrastructure. Include block loads based on area and use group. **G**
 - a. *Plan Drawings:* Show equipment spaces for mechanical equipment, single-line distribution diagrams, and connection points to existing supply sources. **G**
 - b. *Plumbing:* Describe proposed special features of system and provide dimensioned sketch of major service entry and waste routes, distribution scheme. **G**
 - c. *Calculations:* Provide gross heating/cooling loads. **G**
7. **Electrical Systems:** Provide narrative discussion of the electrical design approach. Describe the proposed electrical system (normal and emergency) and anticipated loads. The narrative shall include the advantages/disadvantages to support the consultant's recommendations. Provide the following: **G**
 - a. *Plan drawings:* Show the locations of new and existing electrical and telephone rooms/closets, security systems, and other spaces to meet the project requirements. Coordinate space requirements with architectural plans. **G**
 - b. *Riser Diagrams:* Single-line riser/distribution diagrams for standard/emergency system; show locations of telecommunication and security equipment closets. **G**
 - c. *Utility Capacity:* For new buildings with new electrical service, the consultant shall contact the local utility company as necessary and indicate the type of service available in the schematic design report. **G**
 - d. *Special Systems:* Describe in narrative form requirements for such items as conveying systems, UPS for file server, fire alarm, fire pumps, security, telephone and other systems. **G**
 - e. *Renovation & Alteration Narrative:* Provide a statement of impact of the new construction to the existing distribution system, include existing loads and projected loads. Base submission on a survey of existing conditions, including an evaluation of whether the existing services meet all code and safety requirements and have adequate capacity to serve all proposed new loads. Indicate if existing electrical or telecom rooms have sufficient room to meet the project requirements or if new closet spaces or rooms are required. **G**

- 1) Describe methods to connect new loads/ and any upgrades required with normal and emergency systems, fire alarm systems, security, and telecommunication systems. **G**
 - 2) Propose in narrative form recommendations to improve or modify the existing electrical system for the project (for example, remove all tapped feeders and serve each panel separately from main distribution panel). **G**
 - 3) Describe in narrative form all phasing of the work, temporary power requirements, and any electrical services required to maintain operation of the renovated areas. Indicate any existing equipment to remain in service which is being served from the renovated area. **G**
 - f. *Calculations:* Provide unit load calculations for the project to verify utility service requirements. **G**
 8. **Fire Protection:** Provide narrative discussion of the fire alarm and extinguishing systems planned for the facility. Identify occupancy classification (s), height and area calculations, types of construction, and fire suppression requirements. Provide summary of hydrant flow test data for fire water connection that is no more than 1 year old.
 - a. *Drawings:* Identify major routes of egress and any required areas of refuge. Show sources of fire protection water supplies, fire hydrant locations, and equipment spaces for fire protection systems. **G**
 - b. *New buildings or New fire service:* Contact the District of Columbia Water and Sanitation Department (or other jurisdictions as appropriate) to coordinate the requirement for the new service. **G**
 9. **Security Systems:** Requirements for security systems will be forwarded to the Associate A/E on a case-by-case basis. **G**
 10. **Food Service Systems:** Describe in narrative format any plans for food service areas and define applicable codes and standards to be observed. **G**
 11. **Outline Specifications Submission:** Identify principle materials, finishes, and building systems to be used. At this stage, brand names may be utilized to describe components in the interest of saving time. Format outline specification in either MasterFormat or Unifomat. Listing of proposed specification section titles absent product/material descriptions will not be accepted. See Appendix 6a. **G**
 12. **Cost Estimates Submission:** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.3, *Schematic Design Phase Estimate*. Prepare the Schematic estimate using Unifomat II, Level 3 (ASTM E-1557) based on schematic floor plans, outline specifications for principle materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Include a design contingency of 20% to 25% at this phase to account for the preliminary nature of the design. Provide allowances for materials or systems not yet defined. (See Appendix 8b). **G**
- D. **Design Review Deliverables:** When documents are approved for submission, provide the AOC with the full sets of documents for distribution to reviewing offices. Allow a minimum of 3

work days for internal distribution by AOC staff prior to the required Kick-Off review conference.

1. Provide a minimum of eight (8) sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide one set of full-size schematic architectural, mechanical, electrical and plumbing drawings mounted on foam board. **G**
 3. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) sets of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 4. Deliver required databases on standard 3-1/2" *MS Windows NT* or *XP* formatted floppy, CD-ROM, or ZIP disks. **G**
- E. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical presentation to the AOC Project Team following the initial 3-day AOC document distribution period. **G**
- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within one week. **G**
- H. **Formal Presentations & "On-Board" Reviews:** The Associate A/E shall prepare a formal presentation of the Schematic Design to both the Client and required Congressional or Judicial oversight committees. Such presentations shall include large scale mounted plots of architectural floor plans that clearly explain the design response to *Building Program*, the compliance to the Master Project Management Plan, and evolving site logistics/constructability issues. As appropriate, supplement the mounted plans with diagrammatic images and space/area charts or tables that summarize adherence to requirements. The Associate A/E should plan on having the lead design professional from each major discipline in attendance at these presentations to answer questions. The Associate A/E shall prepare for 2 formal presentations. **G**
1. **"Rendering:"** Provide a three-dimensional color rendering or computer model of the major exterior views of the project, including site adjacencies. **G**
2. **Mass Model:** If provided in the Professional Services Contract, provide a basic massing model to explain the project's relationship to surrounding areas and buildings. **G**

41.5 DESIGN DEVELOPMENT

- A. **Design Development:** Completely define the project design during this phase. Refine schematic designs to incorporate revisions to meet AOC comments provided during the Schematic review. Design **stops** at the end of this phase. Project conditions unresolved during design development are difficult to coordinate during production of construction documents.
1. ***Bid or Proposal Options:*** Identify potential options at this phase to allow for approval by the AOC and for proper incorporation/coordination in the construction documents. **G**
 2. ***Proprietary Items:*** If proprietary items will be required within the project design, this submission should disclose those items, provide product data, list their salient characteristics and the reasons why they must be used, and recommended methods for obtaining substitutes should they not be available. The design should not proceed with a concept if that concept can hold the project “hostage” to its availability, either in the new facility or in its subsequent maintenance and replacement. **G**
- B. **Pre-Submission Procedures:** Prior to production of the review sets, the AOC Project Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC’s review process. **G**
- C. **Design Development Submission:** The Design Development submission shall contain the following:
1. ***Design Commentary:*** Provide narrative discussion of various features, by system, and a listing of any differences (or exceptions) between the *Building Program*, the Schematic Phase, and the Design Development Phase. Provide a complete Code Analysis at this Phase, listing compliance required occupancy, life safety, fire resistance, and structural adequacy. **G**
 2. ***Space Studies:*** Update area tabulations contained in the spreadsheet developed during the Schematic Phase containing at a minimum the following data fields: **G**
 - a-f. Fields as listed in the Schematic Phase Table.
 - g. Design Development Space Name.
 - h. Design Development Net Assignable Square Footage for each Space.
 - i. Variance between Program and Design Development assignable areas.
 3. ***Site Plans:*** Provide narrative discussion of site circulation and transportation concept, utility distribution scheme, drainage concept, and landscape design concept. Provide justification for plant selection and proposed landscape maintenance/watering plans. Identify borrow/disposal sites and any required permits. **G**
 - a. ***Drawings:*** Further develop drawings to provide, at a minimum, the following:
 - 1) **Site Layout Plans:** Further develop to show all roads and walks (indicating pavement type), accessible routes from parking and public streets to main

- facility entrance, fire apparatus and fire lanes, and site furnishings. Indicate limits of improvements adjacent buildings that could impact the project. **G**
- 2) **Site Utilities Plans:** Show existing and proposed sizes and locations/tie-ins of all utilities, including domestic and fire protection water lines, fire hydrants, sanitary sewer lines, and steam and chilled water tunnels/lines. **G**
 - 3) **Landscape Design Plan:** Define total scope of landscaping, size/location of major existing trees and features scheduled to remain, proposed planting beds, and range of proposed irrigation systems as applicable. **G**
- b. **Calculations:** Provide site and building storm drainage calculations, parking calculations, and dewatering calculations, as applicable. **G**
4. **Architecture:** Further develop narrative discussion by system to address refinements of building massing, circulation and access to major spaces, justification for major materials and finishes to be used, justifications for any project-dependent proprietary products, planned methods/systems for exterior maintenance, and a list of options being proposed to control scope/cost. Address incorporation of all Government-provided furniture, fixtures, and equipment. **G**
- a. **Drawings:** Further develop Schematic drawings and provide at a minimum:
- 1) **Floor Plans:** Double line plans for each floor and typical floor at appropriate scales showing rooms, departmental areas and adjacencies, and identifying each room or space. Show all vertical pipe and duct spaces, columns, and other principal features. Show special equipment areas at enlarged scale. **G**
 - 2) **Elevations:** Elevations of each exterior face indicating entrances, window arrangements, doors, etc., exterior materials with major vertical/horizontal joints, roof levels, and dimensions to floor/roof lines. **G**
 - 3) **Building Sections:** Longitudinal and cross sections through the full building showing floor-to-floor and other critical dimensions, floor construction and interstitial spaces, raised floor areas, typical ceiling heights, stairs and elevators penthouses, and roof construction. **G**
 - 4) **Typical Wall Sections:** Develop a minimum of one wall section that represents conditions at a typical point on the exterior building envelope that clearly indicates insulation, vapor retarders, and glazing. **G**
 - 5) **Schedules:** Include a preliminary schedule of floor, wall, and ceiling finishes proposed for typical rooms and spaces. Clearly indicate any Government furnished or installed equipment in schedules. **G**
 - 6) **Roof Plans:** Provide plan, at same scale as floor plans, indicating roof high points, slopes, valleys, drain locations and any penthouses. **G**
- b. **Calculations:** As applicable, provide exterior envelop dew point calculations, acoustical calculations, and toilet fixture counts. **G**

5. **Structural Systems:** Refine narrative discussion of selected framing and foundation system. Clearly identify design criteria employed. List all live, dead, and wind loads utilized. Include soils investigation and materials report. **G**
 - a. **Drawings:** Provide framing plans, at the same scale as the architectural floor plans, and key details. **G**
 - b. **Calculations:** Provide gravity load, lateral load, foundation and vibration calculations; and evidence the design is not subject to progressive collapse. For all computer generated results, submit a model of the input data and program material to allow understanding of the output. **G**

6. **Mechanical Systems:** Provide a narrative of the HVAC system with discussion of general features, configuration, and how it integrates with architectural building systems. Complete definition of HVAC equipment. As appropriate to the project, discuss recommended energy sources and means of energy conservation. Provide notation of outdoor summer and winter design conditions, and indoor design conditions and special requirements, ventilation requirements, indoor relative humidity design conditions and special requirements, and building block heating and cooling loads. **G**
 - a. **Drawings:** Further develop Schematic drawings to provide the following:
 - 1) **Mechanical Floor Plans:** Plans, at the same scale as the architectural floor plans, that shows the main zones and distribution systems for both ducts and mechanical piping. Define all required mechanical spaces. For alterations, clearly show connections points to existing systems. System schematics and flow diagrams. **G**
 - 2) **Plumbing Floor Plan:** Provide diagrammatic floor plan for each floor, at the same scale as the architectural floor plans, that shows the main supply and soil routing for domestic water systems. Discuss specialized areas as appropriate. **G**
 - a. **Calculations:** Provide computerized building energy analysis. Report energy broken into five categories: heating, air conditioning, lighting, domestic hot water, and other (summarize items included in “other”). Summarize utility consumption in a schedule that addresses the following (as applicable): **G**
 - 1) Electricity KVA
 - 2) Steam lbs/hr
 - 3) Chilled water gpm and Tons
 - 4) Domestic water gpm
 - 5) Fire Flow gpm
 - 6) Irrigation gpm
 - 7) Sanitary gpm
 - 8) Storm Total impervious Area, sq.ft. or acres

7. **Electrical Systems:** Provide updated narrative discussion of the design, including basic assumptions and points of interconnection with existing electrical and fire alarm systems. For renovations or alteration work, update statement from the Schematic phase of the impact of the new construction to any existing distribution systems, telephone, and signal inter-building systems (F/A, CCTV, security, clock systems, legislative call system, etc.) associated with the new work. Describe work phasing plan. **G**
- a. **Drawings:** Further develop Schematic drawings to provide the following:
- 1) **Floor Plans:** Indicate location and sizes of electrical and emergency equipment and include room titles and area functions. Reference electrical plans to the architectural floor plans. Provide separate distribution plans for lighting, power, and telecommunication layouts. **G**
 - 2) **Electrical Rooms:** Provide minimum 1/8" scale plans of all electrical rooms indicating the adequacy of the new electrical equipment layout. **G**
 - 3) **Single-Line Diagrams:** Submit a clear enhanced single-line diagram of the proposed electrical system (normal and emergency). Include in the diagram low voltage panelboards, branch circuit panels and representative methods of feeding 277/480 volt, (if required) and 120/208 volt normal and emergency panels. Include preliminary design of proposed lighting and lighting controls, dimmers, location of cove lighting, etc. Describe the methods and assumptions used for lighting foot candle level calculations. **G**
 - 4) **Riser Diagrams:** Submit single-line riser diagrams for fire alarm systems and empty conduit raceway system riser for security and telecommunication systems. **G**
 - 5) **Materials:** Provide lighting fixture product data (cuts), and cuts of any other major electrical components which will require AOC approval. **G**
- b. **Calculations:** Submit preliminary load calculations for both normal and emergency power distribution systems. Break down calculations into lighting, receptacles and power. Include current demand load and projected load of new construction. For alterations and additions, indicate if the existing panels meet the new loads and available short circuit rating. **G**
8. **Fire Protection:** Refine narrative from Schematic Phase to clearly define occupancy classifications, ratings of structural components, classification of interior finishes, and location of fire-rated walls and partitions. Clearly identify any special hazard designs if applicable (smoke evacuation, etc.). Identify code sections used and review the building for compliance with life safety codes and discuss the design's impact on security requirements. Highlight any requirements for use of code equivalencies or exceptions. Provide egress information with tabular listing of number and type of each exit, loads at each exit, and travel distances with path widths and capacities noted. Indicate planned configuration of sprinkler system, types of sprinklers to be used and the minimum required residual pressure required for each type, and concepts of fire notification and alarming. **G**

- a. **Fire Protection Drawings:** Provide fire protection plans for each floor, at same the scale as the architectural floor plans, that show fire alarm zones, sprinkler zones and associated occupancy hazard, smoke zones, equipment spaces for fire protection systems, standpipe and locations, sprinkler main sizes, zone valves, and flow switches, locations and ratings of fire walls and smoke barriers. Provide cover sheet listing codes employed, edition, and major sections. **G**
- b. **Calculations:** Provide NFPA occupant loads and area for each space and full egress calculations, sprinkler hydraulic calculations with pressure losses associated with all components and applied to most distant sprinkler, and notation of software used. **G**
9. **Security Systems:** See Schematic Phase. **G**
10. **Food Service Systems:** Prepare full layouts of food preparation areas and food service areas, noting required electrical and mechanical services. **G**
- D. **Outline Specifications Submission:** Refine outline specifications, using *MasterFormat*, that indicate materials and types of construction which may at this point include brand names to establish quality and function (see [Part 6 and Appendix 6b](#) for examples). Provide short-form sections for key, project determinate products or systems. Include a description of each HVAC, plumbing, electrical, and fire protection system concept. **G**
- E. **Cost Estimates Submission:** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.4, *Design Development Phase Estimate*. Prepare the Design Development estimate using Unifomat II, Level 3 (ASTM E-1557) based on Design Development floor plans, outline specifications for principle materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Reduce the design contingency from that used during Schematic Phase. Reduce the design contingency from that used during Schematic Phase. Provide allowances for materials or systems not yet defined. (See Appendix 8c). **G**
- F. **Design Review Deliverables:** When documents are approved for submission, provide the AOC with the full sets of documents for distribution to reviewing offices. Allow a minimum of 3 work days for internal distribution by AOC staff prior to the required Kick-Off review conference.
 1. Provide a minimum of eight (8) sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide one set of full-size drawings (plans and elevations by discipline) mounted on foam board. **G**
 3. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) sets of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 4. Deliver required databases on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy, a CD-ROM, or ZIP disks. **G**

- G. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical presentation to the AOC Project Team following the initial 3-day AOC document distribution period. **G**
- H. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- I. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 7 calendar days. **G**
- J. **Back-Check:** Resolve and document responses to all agency comments. Obtain approval to responses prior to proceeding with the next phase. Incorporate required revisions to drawing files prior to proceeding to next phase to ensure that all participants are working from the same coordinated design. Submit revised record set to the AOC Project Manager. *Design should effectively end now!* **G**
- K. **Formal Presentations & "On-Board Reviews":** The Associate A/E shall prepare a formal presentation of the Design Development Design to both the Client, required Congressional or Judicial oversight committees, and such public presentations as may be identified by the AOC. Such presentations shall include large scale mounted plots of architectural floor plans that clearly explain the design response to *Building Program*. As appropriate, supplement the mounted plans with diagrammatic images and space/area charts or tables that summarize adherence to requirements [and samples of principal finishes and materials](#). The Associate A/E should plan on having the lead design professional from each major discipline in attendance at these presentations to answer questions. If provided in the Professional Services Contract, provide a presentation model to explain the project's relationship to surrounding areas and buildings. **G**
1. The Associate A/E shall prepare for the number of formal presentations specified in the Professional Services Contract. **G**

41.6 CONSTRUCTION DOCUMENTS - 50% PROGRESS SUBMISSION

- A. **Construction Documents - 50% Completion:** A submission of the draft contract documents and supportive material which clearly show the progress of the project to the 50% construction document stage. Include review comments and responses from the preceding phase. Any changes necessitated by development of the construction documents shall be clearly highlighted to allow for review and approval.
1. **Space Studies:** Update area tabulations entered in the space spreadsheet during earlier design phases. After finalizing the space layouts, updates of the spreadsheet may be discontinued provided data remains unchanged during subsequent submissions. **G**

2. **Room Name/Numbers:** Begin assigning final AOC approved room names and numbers, utilizing the numbering system provided by the AOC. **G**
3. **Furniture, Fixtures, and Equipment (FF&E):** As applicable, clearly indicate coordination with Government furnished FF&E. **G**
- B. **Pre-Submission Procedures:** Prior to production of the review sets, the AOC Project Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. **G**
- C. **Construction Documents:** Provide a title sheet and a complete drawing list for the planned construction document set. Submit the following for the 50% progress review: **G**
 1. **Site Plans:** Provide narrative discussing design revisions made subsequent to Design Development. Commence preparation of final construction drawings and specifications.
 - a. **Drawings:** Develop drawings to provide final configurations, at a minimum, for: existing and new topography and utilities, public roads and walks, access roads, extent of parking, relationships to other buildings, final *limits of construction*, and site furnishings. **G**
 - b. **Calculations:** Provide grading and water run-off calculations, as appropriate. **G**
 2. **Architectural Drawings and Samples:** Provide narrative discussing revisions made to the design subsequent to Design Development. Commence preparation of final construction drawings and submit required samples. **G**
 - a. **Drawings:** Further develop drawings to provide, at a minimum, the following:
 - 1) **Floor Plans:** Provide Double Line Floor Plans at appropriate scales showing rooms, departmental areas and adjacencies, identifying each room or space, and showing all major built-in features. Typical conditions that repeat or conditions of design complexity shall be fully developed. **G**
 - 2) **Roof Plans:** Provide roof plans at same scale as floor plans, indicating roofing high points, slopes, valleys, expansion joints, drains locations, plumbing vents, roof equipment, roof walkways, and penthouses. **G**
 - 3) **Elevations:** Elevations of each exterior face indicating entrances, window arrangements, doors, etc., exterior materials with major vertical/horizontal joints, roof levels, and dimensions to floor/roof lines. **G**
 - 4) **Building Sections:** Longitudinal and cross sections through the full building (at scales consistent with the floor plan drawings), to illustrate the relationships between floors and spaces and their interfaces with structural systems. **G**
 - 5) **Typical Wall Sections:** Provide wall sections at an appropriate scale, that represent conditions at all typical points on the exterior building envelope and at all special conditions. **G**

- 6) *Details:* Provide detail drawings for all architectural and structural interfaces between members and at openings, terminations, and transitions as required to fully explain the construction proposed and specifically all “design dependent” details upon which major design decisions are based. **G**
 - 7) *Schedules:* Provide schedules for each generic type of door, window, hardware set, major piece of equipment, and finish for all room and space types. **G**
 - 8) *Samples:* Provide material and color samples as appropriate for critical and typical areas of the architectural design. **G**
 - 9) *Demolition Plans:* For renovation and modernization projects, provide demolition plans at scales consistent with the floor plan drawings. **G**
3. **Structural Systems:** Provide updated discussion of structural system, noting any changes from the Design Development submission. Reconcile foundation plans to soils investigation reports. Provide final soils and materials investigation reports. **G**
 - a. *Drawings:* Provide, at a minimum, the following:
 - 1) *Foundation Plans:* Provide initial foundation plans, completed to at least 50% completion, plotted at the same scale as the architectural floor plans. **G**
 - 2) *Structural Framing Plans:* Provide initial framing plans, fully dimensioned, completed to at least 50% completion, plotted at the same scale as the architectural floor plans. Provide live loads for all areas (or classes of areas) on the structural plans. **G**
 - 3) *Details:* Provide fully developed details for principle structural connections and interfaces with architectural systems. **G**
 - 4) *Demolition Plans:* As applicable, provide demolition plans. **G**
 - 5) *Schedules:* Complete structural schedules for major systems. **G**
 - b. *Calculations:* Provide final structural calculations for major systems and necessary material data to support framing plans designed. Include all loads, supports for non-structural elements (including mechanical and electrical equipment), and any blast analysis (as required by the Professional Services Contract). **G**
4. **Mechanical Systems:** Provide narrative description of HVAC system. Provide all equipment and system data justified by indicating the basis for the data.
 - a. *Drawings:* Provide drawings, as appropriate, for the following:
 - 1) *Demolition Plans:* Provide for renovation and modernization projects. **G**
 - 2) *Mechanical Floor Plans:* Provide resolved floor plans for each floor, at the same scale as the architectural floor plans, that shows the main distribution systems for both ducts and mechanical piping. All dampers, both fire dampers and volume control dampers, must be shown. **G**
 - 3) *Equipment Room Plans:* Provide large scale equipment room plans where required to show adequate clearances and detail. **G**

- 4) *Plumbing Floor Plans:* Provide a resolved floor plan at same scale as architectural floor plans, that shows the main systems (cold water, hot water, hot water recirculating, and all major equipment). Diagram major risers and provide design calculations. Discuss specialized areas as appropriate. Show routing of sanitary, waste and storm drainage piping systems. Provide 1/4" scale toilet room piping layouts, riser diagrams and design calculations. All valves must be shown & labeled. Indicate locations where temperature, pressure and flow gauges are required. **G**
- 5) *Schedules:* Complete mechanical schedules for all major equipment. **G**
- b. *Calculations:* Mechanical calculations shall be complete including data necessary to justify equipment shown in submitted drawings. Provide calculations including block loads for heating and cooling, heat loss calculations for building envelope, room load and supply air calculations, and flow and head calculations for pumping systems. **G**
 - 1) *Design Conditions:* Verify notation of outdoor summer and winter design conditions, indoor design conditions and special requirements, indoor relative humidity design conditions and special requirements, room heating and cooling loads, building block cooling loads, system loads, and psychometric calculations. Include the basis and amount of heat gain for people, lighting, and equipment, all building envelope "U" values, and outside air used for each system. When infiltration loads exist, show basis and calculations. **G**
 - 2) *Equipment Selection Data:* Provide air balance summary tabulating supply, return, outside air, and exhaust air CFM for each system. Provide water balance summary tabulating GPM of water to each primary and secondary piece of equipment for each pump, each system, each chiller and boiler. **G**
 - 3) *Terminal Loads:* Provide a summary of heating and cooling requirements met by each terminal device (VAV box, fan coil unit, etc.), each secondary piece of equipment (air handling unit), and each primary piece of equipment (chiller or boiler). Include control system diagrams with sequence of operation. **G**
5. *Electrical Systems:* Provide narrative discussion of power systems, including estimated loads and single line diagram indicating sizes of transformers, major distribution equipment, and emergency generators or UPS units. Include cuts of proposed light fixtures. **G**
 - a. *Drawings:* Provide, at a minimum, the following:
 - 1) *Lighting Floor Plans:* Submit plans referenced to architectural plans showing location of all fixtures, switches, and associated lighting control equipment. Indicate locations for emergency lighting. **G**
 - 2) *Power Plans:* Submit power plans showing locations of all panels, receptacles, motor control centers, major feeders to mechanical equipment, and required spaces for conduit chases and clearances required. **G**

- 3) *Distribution:* Space requirements and layouts of major electrical distribution equipment and rooms. Show location of all major components of primary and secondary distribution system including normal and emergency panels, transformers and all other major items drawn to scale. Indicate on the 1/4" scale plan, the electrical equipment to be installed in each closet. **G**
 - a) *Branch Wiring:* Show routing and methods of conduit routing through any historic or special areas. **G**
- 4) *Service:* Show routing of all underground feeders and services. **G**
- 5) *Special Systems:* Show on plans location of Fire Alarm, CCTV, Intercom and other Signal requirements. Provide riser diagrams. Indicate fire alarm devices single-line riser diagram, and methods to connect to existing system. **G**
- 6) *Telecommunication and Security:* Show locations of telecommunication and security equipment in closets and single-line riser/distribution diagrams. **G**
- 7) *Alteration Projects:* Provide demolition and phasing plans to indicate the complete electrical work in all areas to be renovated. Use Standard Symbols for demolition and rewiring. **G**
- b. *Calculations:* Update system load calculations, short circuit studies, voltage and power calculations. Submit lighting and power calculations, voltage drop and available short circuit ratings for electrical panels. **G**
- 6. **Fire Protection:** Provide a updated narrative discussion of the design of egress system, including doors to be equipped with panic hardware, identification and location of fire-resistive assemblies, including walls, partitions, and floors. If equivalencies are proposed for renovation or alteration of existing space, fully define proposed equivalent designs and included appropriate calculations or fire models to support the proposal. **G**
 - a. *Fire Protection Drawings:* Provide fire protection plans indicating location of fire service mains, fire hydrant locations, water supply source, general routing of standpipes and sprinkler piping showing valves and other system components, including pipe sizes, and fire pump location. Indicate locations for emergency and exit lighting. Indicate final locations of all alarm srobes, annunciation panels and sub-panels. Indicate typical coordination of sprinklers with reflected ceilings. Include details of sprinkler riser, fire pump, and plan of fire protection room. **G**
 - b. *Riser Diagram:* Provide riser diagrams to include all piping sizes and components starting at entry to building. Include backflow preventor, valves, alarm valves, zone valves, tamper switches, flow switches, drain connections, fire pump, jockey pump, check valves, relief valves, etc. **G**
 - c. *Calculations:* Refine final fire protection analysis and supporting data showing calculations used and tabulated data showing water flow requirements to the standpipe(s) and sprinkler systems. Provide design of and calculations for the smoke exhaust systems. Submit all calculations required by appropriate NFPA

sections and their associated appendices, except where made more stringent by the AOC. **G**

7. **Food Service Systems:** Meet with the AOC Sanitarian and review plans of food preparation areas and food service areas. **G**
 8. **Project Specifications:** Begin conversion of outline specification to final formats. Develop sections specifying special design or procurement needs to final formats and detail in order to substantiate key design decisions. Submit drafts of remaining sections using “striked-out” masters or annotated copies of office masters that clearly show data retained and deleted. As applicable, specifications shall be based on AOC Guide specifications. Eliminate references to proprietary brand names at this phase. **G**
 9. **Cost Estimates Submission:** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.4, *Design Development Phase Estimate*. Prepare the Construction Documents Phase estimate using Uniformat II, Level 3 (ASTM E-1557) based on Construction Documents Phase floor plans, outline specifications for principle materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Update any cost estimate furnished under the previous stage clearly identifying any modifications to previous submittals. Indicate how cost estimates that are out of range will be brought into conformance with budget requirements. Reduce design contingencies as specified in Part 8. See Appendix 8d. **G**
- D. **Design Review Deliverables:** When documents are approved for submission, provide the AOC with the full sets of documents for distribution to reviewing offices. Allow a minimum of 3 work days for internal distribution by AOC staff prior to the required Kick-Off review conference.
1. Provide a minimum of eight (8) sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 3. Deliver required databases on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy, a CD-ROM, or ZIP disks. **G**
- E. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical “overview” presentation to the AOC Project Team following the initial document distribution period. **G**
- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline’s work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary

comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 7 calendar days. **G**

41.7 CONSTRUCTION DOCUMENTS (100%) FINAL SUBMISSION

A. **Construction Documents - 100% Completion:** Complete construction documents preparation during this phase. Refine documents to incorporate revisions to meet AOC comments provided during the previous stage. Provide a final updating of the following:

1. **Design Commentary:** Descriptions of various features and a listing of any differences between the *Building Program* and the final design. Provide a final Code Analysis at this Phase, listing compliance required occupancy, life safety, fire resistance, and structural adequacy. **G**
2. **Space Studies:** Update area tabulations contained in the spreadsheet developed during the Schematic Phase containing at a minimum the following data fields: **G**
 - a-f. Fields as listed in the Schematic Phase Table.
 - g. Final Space Space Name.
 - h. Final Net Assignable Square Footage for each Space.
 - i. Variance between Program and 100% Construction Documents assignable areas.

B. **Pre-Submission Procedures:** A conference will be held to review the 100% Construction Documents Phase Documents. Prior to the Associate A/E's production of the review sets, the Project Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. In addition, provide: **G**

1. **Cost Estimate Draft Submission:** Submit for review a draft construction cost estimate prepared in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.5, *Construction Document Phase Estimate*. Prepare the estimate using Uniformat II, Level 4 (ASTM E-1557) based on 100% construction document floor plans, specifications for all materials, finishes, and building, mechanical, and electrical systems. Include detail reports with full crew resource loading. Remove all design contingency. Perform value engineering analysis as required to ensure bidding within funding limitations and to assist in definition of any necessary Bid Options. See Appendix 8d. **G**

C. **100% Construction Documents:**

1. **Site Plans:** Site plan developed to completion state with all existing and new topography and utilities, public roads and walks, access roads, extent of parking, and relationships to other buildings fully resolved and awaiting final approval. **G**
2. **Architectural, Structural, Mechanical, Electrical, and Fire Protection drawings and Samples:** The complete set of construction documents, fully resolved and only awaiting final approval of the AOC. **G**

3. **Final Calculations:** Provide final calculations for major systems and necessary material data to support all equipment, materials, and systems used in the final construction documents. **G**
 4. **Project Specifications:** 100% of the sections complete, printed in final format complete with applicable project number and title on every page. **G**
 5. **Cost Estimates Submission:** Update the draft submitted above and incorporate AOC review comments. Final cost estimate submissions shall provide an estimate for each base bid, option (alternate), and unit price. **G**
- D. **Design Review Deliverables:** When the documents are approved for submission, the Associate A/E shall provide the AOC, within 5 working days, with full sets of documents for distribution to reviewing offices. Allow a minimum of 10 work days for review by AOC staff prior to the required review conference.
1. Provide a minimum of 8 sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide 8 sets (or the number enumerated in the Professional Services Contract) of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 3. Deliver required spreadsheets on standard 3-1/2" *MS Windows NT* or *XP* formatted floppy disks or CD-ROMs. **G**
- F. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical "overview" presentation to the AOC Project Team following the initial document distribution period. **G**
- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall incorporate comments/revisions into the Backcheck submission. **G**

41.9 CONSTRUCTION DOCUMENTS - BACKCHECK SUBMISSION

- A. **Construction Documents - Final:** Correct 100% construction documents to incorporate revisions to comply with final AOC review comments. Submit final comment log with all comments resolved. **G**
- B. **Construction Documents - Drawings:** The complete set of construction documents, fully resolved and only awaiting final approval and reproduction by the AOC. **G**

- C. **Final Engineering Calculations:** Provide final calculations for major systems and necessary material data to support all equipment, materials, and systems used in the final construction documents. **G**
- D. **Project Specifications:** 100% of the sections complete, printed in final format complete with applicable project number and title on every page. **G**
- E. **Cost Estimates Submission:** Update final cost estimate to reflect Backcheck comments. **G**
- F. **Documents Review and Final Deliverables:** Submit final deliverables:
 - 1. Provide a one complete set of polyester reproducible, plotted at full-size, ready for final reproduction and bidding and a minimum of 8 bound full-size and half-size sets (or the number enumerated in the Professional Services Contract) of drawings. **G**
 - 2. Provide 8 sets (or the number enumerated in the Professional Services Contract) of calculations, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 - 3. Provide one camera-ready, unbound copy original of the Project Manual and 5 bound copies. **G**
 - 4. Deliver required spreadsheets on standard 3-1/2" *MS Windows NT* or *XP* formatted floppy disks or CD-ROM. Deliver other required deliverables in accordance with applicable Parts of this A/E Design Manual. **G**

41.10 PROCUREMENT PHASE

- A. **General:** Large projects will typically be prepared for formal bidding by either Invitation for Bids (IFBs) or Request for Proposals (RFPs). Occasionally, the project may utilize Solution Order Contracts (SOCs). The document preparation is similar for each with the variance between them resting principally with the Bid Schedules and Options rankings. The Associate A/E shall cooperate fully with the Project Manager in the final preparation of the Procurement package, in Bidder's Site Visits and Meetings, and the preparation of [Amendments](#).
- B. **Preparation of Procurement Documents:** The Associate A/E shall prepare the construction document sets for reproduction by the AOC. The Associate A/E shall cooperate with the Project Manager to verify the accuracy of the lists/indexes of drawings and Project Manuals being issued. Provide full-size camera-ready reproducible of all drawings and a camera-ready copy of the Project Manual. Full requirements for Lists of Submittals, etc., are listed in Part 6, The Project Manual. In addition, submit the following to the AOC Project Manager:
 - 1. **Options:** Any Options (Alternates) as developed with the AOC Project Manager, numbered in sequence of preferred acceptance, and fully described as to scope. **G**
 - 2. **For RFPs:** Coordinate the preparation of suggested evaluation criteria for prospective Contractors with the AOC Project Manager. **G**
- C. **Attendance at Bidder's Meetings:** The AOC Project Manager will schedule the Bidder's Meeting in coordination with the AOC Procurement Division and the Associate A/E. The Bidder's Meeting will be scheduled approximately 7 days after the start of the bid period. The

Associate A/E will conduct the Bidder's Meeting, compile meeting minutes and tabulate the list of Requests for Interpretation (RFI) for resolution. **G**

- D. **Site Visits:** Coordinate the timing of Bidder's site inspection visits with the Project Manager and the AOC Construction Manager, conduct such visits, record lists of questions raised by attendees, and coordinate the resolution of these questions with the Project Manager and the AOC Procurement Division for incorporation in [Amendments](#). **G**
- E. **Preparation of [Amendments](#):** All [amendments](#) which are required to clarify the bidding documents, respond to RFIs, accomplish revisions, accept or reject substitutions, and correct errors shall be prepared by the Associate A/E and forwarded to the AOC Project Manager for approval and subsequent distribution by the AOC. Prepare [amendments](#) in formats similar to those used in the Project Manual, listed in the order of the Project Manual and drawings, [amendments](#) numbered sequentially and dated. Do not include Bidder's Meeting minutes in addenda. Issues forwarded to the Associate A/E by bidders shall be reviewed, determinations made, and draft text forwarded to the AOC Project Manager within 5 calendar days of the bidder's [amendments](#) request for inclusion in the [Amendments](#). **G**
- F. **Receipt of Bids and Evaluation:** The Associate A/E may be present during the opening of bids, but is advised of the confidentiality rules concerning opening of bids. The Associate A/E shall assist the AOC in the evaluation of the bids. **G**
- G. **Post Bid Revisions:** The Associate A/E shall enter all approved revisions to the Project Manual and the drawing reproducible masters, annotated with approved revision symbols and underscoring, and deliver the annotated sheets to the AOC for reproduction of construction sets. Only sheets or pages bearing revisions need to be resubmitted. The Contractor will be informed that the published [amendments](#) remain the legal basis for the project. **G**

41.11 CONSTRUCTION ADMINISTRATION PHASE

- A. **General:** This section addresses jointly shared construction administration responsibilities provided for Large Projects - distributed between the Associate A/E and the AOC. These responsibilities may differ from those employed in the private sector or with other Federal agencies. While the AOC Project Manager retains overall responsibility for delivery of the project, the day-to-day management of the construction and communication with the Associate A/E will evolve to the AOC Construction Manager.
 - 1. **Professional Services Contract:** Services in this section are dependent on option for Construction Administration being exercised in the Professional Services Contract. **G**
 - 2. **Procurement Methods:** Large projects are usually procured via formal Invitation for Bids or Requests for Proposals. Occasionally, major projects may be constructed through the use of Solution Order Contracts (SOC). The provisions of this section are prefaced on the use of those construction vehicles.
 - 3. **Requested Attendance:** As the lead member of the design team, the Associate A/E is requested to attend both the Ground Breaking ceremony and the Ribbon-Cutting ceremony.

4. **Document Annotation:** Ensure that all construction documents have been annotated to reflect modifications issued during the Bid period and to reflect any Options exercised by the AOC. **G**
 5. **Site Access:** Authorized representatives of the Associate A/E shall have access to the Project Site at all times in which work is being performed.
 6. **Limitations on authority of architect-engineer:** Unless specific exceptions are established by a written instruction issued by the contracting officer, the Associate A/E firm:
 - (a) shall not authorize any deviation from the construction contract documents or approve any substitute materials or equipment.
 - (b) shall not exceed limitations on the government's authority as set forth in construction contract documents.
 - (c) shall not undertake any of the responsibilities of the contractor, subcontractors, construction contractor's superintendent or contractor quality control representative.
 - (d) shall not expedite or accelerate the work of construction contractor and subcontractors.
 - (e) shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in construction contract documents. (*FAR-5252.236*)
- B. **Project Administration:** The Associate A/E shall direct all communications with the Contractor through the AOC Construction Manager except as specifically provided herein.
1. **Mobilization/Project Startup:** The Associate A/E will be notified by the AOC of the Contractor's successful completion of mobilization procedures required by the Construction Contract, completion of required pre-construction submittals, and the Contractor's schedule to commence site operations: **G**
 - a. **Pre-Construction Meeting:** The Associate A/E shall coordinate the time, date, and location of the Pre-Construction Meeting with the AOC Construction Manager, and shall conduct the meeting, record the minutes of the meeting and distribute them to all members of the Project Team. **G**
 2. **Progress Meetings:** The Associate A/E shall conduct the bi-weekly field meetings, prepare the minutes and distribute them to the Project Team.
 3. **Construction Field Observation:** The Associate A/E shall visit the Project and conduct on-site observations of the Work at intervals appropriate to the stage of construction but in no case less than on a bi-weekly basis. This observation may coincide with the dates of the Progress Meetings.
 4. **Construction Conferences:** At times necessitated by construction conditions, attend construction conferences and notify the Construction Manager of any errors in the minutes or unresolved issues.

C. Projects Controls and Decision Expediting:

1. **Clarifications and Interpretations:** The Associate A/E shall review and recommend for action all requests for clarification or interpretation forwarded by the Contractor within the time periods provided.
 - a. **Contractor Error:** Costs for processing RFIs resulting from oversight or failure to locate properly documented information on the part of the Contractor will be charged to the Contractor.
 - b. **Errors & Omissions:** RFIs resulting from discrepancies, errors, or omissions shall be resolved without cost to the Government.
 - c. **Routing:** The Associate A/E shall forward its response to the Contractor and the AOC Construction Manager within 5 calendar days of receipt. Should the AOC take exception to any response, the AOC Construction Manager will notify all parties of this exception within 2 calendar days. If the Contractor's RFI is highly involved or will clearly require more than 5 days to resolve, the Associate A/E shall notify both the Contractor and the AOC Construction Manager as soon as possible after identification of the complexity.
2. **Processing of Submittals:** The Associate A/E shall review and recommend for action all submissions of product data, shop drawings, calculations, coordination drawings, samples, and mock-ups for compliance with Contract Documents, consistency between drawings and specifications, consistency between disciplines, and reasonableness of tolerances. The Associate A/E shall ensure that the Contractor has properly reviewed, coordinated, and stamped all submittals prior to submitting them for approval. The Associate A/E shall ensure that submittals do not deviate from contract requirements. The Associate A/E is responsible for proper coordination of the reviews of its sub-consultants.
 - a. **Compliance with Contract Documents:** Special attention to both performance and prescriptive specifications is required due to the "open" nature of government bidding. Ensure that submissions of "approved equals" comply fully with specified salient characteristics. *The burden of proof as to a product's equality rests with the Contractor requesting use of an approved equal.* Ensure that the Contractor has documented that submitted "approved equals" do not introduce incompatibilities with other work on the project. Further ensure that submitted "approved equals" are not requests for "contract modifications" or "change orders." Verify inclusion of necessary field measurements for all equipment requiring field fitting.
 - 1) **Calculations:** Ensure that required calculations prepared to demonstrate product or material compliance with specifications are accurate and that they bear the seal of a professional licensed to practice in the District of Columbia.
 - 2) **AOC Review:** The AOC reserves the right to review a pre-identified subset of submittals to verify conformance to AOC operational requirements and either concur with Associate A/E's notations or to request further review prior to their return to the Contractor. Should the AOC make any annotations, the Associate A/E shall review the AOC annotations to verify

their compliance with the Contract Documents. If in the opinion of the Associate A/E any AOC annotations constitute a change to the contract, the Associate A/E shall notify the AOC in order to obtain a decision as to whether or not the Government wishes to forego annotations or to proceed with a Contract Modification.

- b. **Annotation:** Comply with Architect's Action notations specified in AOC Division One sections. Mark and stamp a single set of shop drawing reproducibles. The Contractor is responsible for the production of multiple copies for his use. Retain a minimum of one copy of each annotated shop drawing for the Associate A/E.
 - c. **Processing Time:** Process within 10 calendar days of receipt. Submittals requiring review and coordination with the Associate A/E's sub-consultants are allowed an additional processing time of up to 5 calendar days. Hold submittals requiring coordination with other submittals until all required submissions are received. Monitor submittals received against approved Contractor Submission Schedule.
 - d. **Routing:** The processed submittals shall be forwarded back to the AOC Construction Manager.
- D. **Certifications and Test Reports:** The Associate A/E shall review and recommend for action all Contractor certifications and test reports.
 - 1. **Certifications:** Ensure that products and materials requiring certification of compliance with required standards and tests have proper certifications submitted. Retain copies for record.
 - 2. **Test Reports:** Associate A/E shall review and approve testing laboratory results. The Associate A/E shall approve the procedures for and observe the initial iterations of all field tests for such areas as air balancing, elevator load tests, etc. Ensure that where required manufacturer's representatives are present to approve any installations or tests required for provisions of warranties.
- E. **Requests for Payment:** The Associate A/E shall make the initial review of Contractor Requests for Payment, shall certify the amounts due to the Contractor, and shall forward all such requests, with the Associate A/E's recommendation for action to the AOC Construction Manager.
- F. **Construction Modifications (Change Orders):** The Associate A/E shall process and recommend for action by the AOC all Change Order requests. The Change request shall be analyzed for conformance with design intent, consistency, fair cost, and the effect on project schedule. Final acceptance of all Change Requests resides with the AOC. Requests for "approved equals" will not be accepted as the basis for change order requests.
- G. **Claims:** The Associate A/E shall record any occurrence or work item that may result in a claim for a change in contract time or amount. The Associate A/E shall maintain a claims log and shall refer any disputes or claims directly to the AOC Construction Manager. Provide a current copy of the claims log to the AOC at least once a month at the Progress Meeting.

1. **Processing:** Review each claim or dispute, including all documentation of any time, money or expenditure made in connection with the claim or dispute. Provide a written determination and recommendation for resolution to the AOC.
 2. **Verification:** Verify that costs incurred are properly related to the claim or dispute. Notify the AOC Construction Manager if additional on-site representation is required to monitor any disputed work.
- H. **Project Schedule Monitoring:** Associate A/E shall remain apprized of the Contractor's work progress and shall notify the AOC Construction Manager of any delays attributable to the Government.
- I. **Project Closeout:**
1. **FFE Coordination:** Coordination of Government furnished furniture, fixtures, and equipment shall be provided in accordance with the Professional Services Contract. The AOC will furnish required listings of required items and of agency representatives appropriate to the items covered.
 2. **Punch Lists:** The Associate A/E shall prepare the project "punch-list" and recommend to the AOC completion of required elements on the list. **G**
 3. **Closeout Submittals:** Ensure that training of Government employees has been conducted, Operation and Maintenance Manuals are distributed, and maintenance schedules and methods are clearly presented for implementation by the Government. Maintenance schedules and methods shall be addressed specifically to the equipment as employed in the project. **G**
 4. **Equipment Startup (Commissioning):** (Future)

41.11 CONSULTANT PROJECT CLOSEOUT

- A. **General:** As part of final project closeout collect, organize, and transmit to the AOC any revisions to specifications, construction modifications, Requests for Interpretation; etc. that have not been previously delivered to the AOC.
- B. **As-Built Documentation:** If the Professional Services Contract or Task Order requires Associate A/E preparation of "as-built" CAD files incorporating all field revisions and construction modifications update the appropriate construction drawings and forward electronic copies to the AOC. If the Professional Services Contract or Task Order requires review and approval of "as-built" CAD data prepared by others, complete that review and transmit findings to the AOC.
- C. **Final Payment to Associate A/E:** Following delivery and AOC approval of Consultant Closeout documentation, prepare and submit request for final payment.

END OF PART 41

PART 4CM - DESIGN REQUIREMENTS FOR LARGE PROJECTS UTILIZING CONSTRUCTION MANAGERS

4cm.1	INTRODUCTION
4cm.2	PROJECT STARTUP
4cm.3	BUILDING PROGRAM
4cm.4	SCHEMATIC DESIGN
4cm.5	DESIGN DEVELOPMENT
4cm.6	CONSTRUCTION DOCUMENTS - 50% PROGRESS SUBMISSION
4cm.7	CONSTRUCTION DOCUMENTS - 100% FINAL SUBMISSION
4cm.8	CONSTRUCTION DOCUMENTS - 100% BACKCHECK SUBMISSION
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4cm.11	CONSULTANT PROJECT CLOSEOUT

PART 4cm - DESIGN REQUIREMENTS FOR LARGE PROJECTS UTILIZING CONSTRUCTION MANAGERS

4cm.1 INTRODUCTION

- A. **General:** Use Part 4cm, Design Requirements for Large Projects Utilizing Construction Managers, for projects for which the AOC has retained the services of a Construction Manager. Design phases for Large Projects shall conform to the definitions stated within the American Institute of Architects *Handbook* (large projects are defined in Part 2). During the planning period the Associate A/E is required to make submittals of the Phases of the Design Process that correspond with the Professional Services Contract detailing the required Phases and stages of those phases for which deliverables are required:
1. Programming Phase (as required by the Professional Services Contract).
 2. Schematic Phase.
 3. Design Development Phase.
 4. Construction Documents Phase (with intermediate stages as defined below).
 5. Procurement (Bid) Phase (as required by the Professional Services Contract).
 6. Construction Administration Phase.
- B. **Level of Detail:** All projects shall be designed and construction documents prepared as if the resulting project is to be formally bid through either an Invitation for Bids or Request for Proposals and managed by a Construction Manager. Additionally, construction documents shall be prepared to match bid packaging strategies recommended by the Construction Manager and approved by the Government. The consultant is cautioned that due to government restrictions on the use of brand names, federal construction documents typically require higher levels of detailing and specification than do projects for commercial work of comparable quality.
- C. **Required Reviews:** Meet with the AOC Project Manager and the Construction Manager at times and in the manner required by the Professional Services Contract and as specified in this Part.
1. **Pre-Submission Reviews:** At the completion of each design phase and prior to printing of review sets, coordinate informal pre-submission design reviews in the Associate A/E's office with the Construction Manager and the AOC Project Manager to verify that available drawings and documents meet submittal expectations for the design phase at hand and to develop a list of documents for reproduction and submission for review.
 2. **Construction Manager Reviews:** Meet with the Construction Manager at intervals provided for in the Professional Services contract to review all aspects of the project.
 - a. Obtain and respond to Construction Manager input on constructibility, availability of long-lead items, project schedule, availability of labor and materials, and budget. Obtain and respond to Construction Manager input regarding defects, ambiguities,

discrepancies, or lack of clarity in contract documents. Work with the Construction Manager to ensure that all anticipated general condition items and Option bid quantities are incorporated in the construction contracts.

- b. Provide copies of required cost estimates to the Construction Manager to facilitate the Construction Manager's review, interface with the Construction Manager to reconcile any discrepancies between the Associate A/E and Construction Manager estimates and adjust design to comply with AOC Project Manager direction.
- c. Provide the Construction Manager with the design schedule developed in consultation with the AOC to allow incorporation into the Construction Manager's Master Project Management Plan. Prepare for and participate in periodic meetings with the Construction Manager and the AOC Project Manager for the purpose of discussing procedures, progress, problems, scheduling, and other pertinent issues. Provide weekly status reports to the Construction Manager.
- d. The AOC Project Manager will resolve any areas of disagreement between Associate A/E and the Construction Manager, will secure Client approval of any issue that affects project scope, schedule, or budget, and will direct each party as to how to proceed in the next Phase. **G**

D. **Incorporation of Review Comments:** All review comments shall be incorporated into work subsequent to each submittal and *prior to commencement of the next phase*. All comments shall be responded to in writing to clearly state the action the Associate A/E will take in response to each comment. If the Associate A/E takes exception to a review comment, the issue shall be clearly presented so that the issue may be resolved by the AOC. Responses to AOC review comments shall be entered into the AOC-provided computer spreadsheets to enable consistent tracking of related comments throughout the life of the project. Clarify "Will Comply" responses with actions to be undertaken. Resolve all comments prior to making application for payment for each phase.(See Appendix 4A).

1. **Backcheck Sets:** Submission of backcheck sets verifying incorporation of AOC comments shall be limited to sheets or specification sections affected by those comments and to a single set of same for review by the AOC Project Manager. The 100% construction documents backcheck submission shall be a complete construction documents set.

4cm.2 **PROJECT STARTUP:**

- A. **Pre-Design Kick-Off Meeting:** As required by Part 3 and prior to commencement of the Design phase, the Associate A/E shall meet with the AOC Project Manager and review the Building Program, the Schedule, the Budget, the Team and administration responsibilities. **G**
- B. **Consultant Approach:** The Associate A/E shall examine the program, AOC standards and requirements and prepare a Project Execution Plan that summarizes the firm's approach to executing the work, identifies input required from major stakeholders, and enumerates the major design standards to be used and how they will be applied to the Project. **G**

- C. **Project Schedule:** Prepare a proposed project schedule and resource plan for the Project showing all required review milestones and personnel loading against design activities. Provide for all required review periods. The proposed Project Schedule shall conform to the delivery requirements stated in the Professional Services Agreement. The Associate A/E shall review the proposed Project Schedule with the AOC Project Manager and the Construction Manager to ensure that all work can be accomplished in accordance with available resources and within required constraints. Include each design phase, each required approval, procurement (bidding & award) phase, full construction phases, and commissioning activities. A standard Gant chart (bar-chart) is an acceptable format for presenting the activity time line. **G**
- a. *Review Schedule:* All Large Projects shall have their review periods coordinated with the AOC Master Design Review Schedule maintained by the AOC Project Information Center. Ascertain open time slots prior to finalizing project delivery schedules. Every agency project can not be reviewed at the same time. Adherence to Project Schedule will be monitored by the Construction Manager. **G**

4cm.3 BUILDING PROGRAM

- A. **Required Prior to Design:** Prior to commencement of the Schematic Design phase, the formal *Building Program*, based on the Initial Project Statement and approved by the Client, will be prepared. The *Building Program* will be developed provided to the Associate A/E, or:
1. **Associate A/E Responsibilities:** If specified within the Professional Services Contract, the Associate A/E shall prepare a formal *Building Program* in conformance with Part II, Project Programming. Note that programming services are recognized as Additional Services beyond the scope of the Basic Services contained within the standard Associate A/E Professional Services Contract. **G**
 2. **Site-Analysis Services:** If specified within the Professional Services Contract, the Associate A/E shall analyze the existing site for adequacy utility service, fire hydrant flow tests performed within the past 5 years, presence of existing underground obstructions or hazards, topographic features and drainage, relationship of site access points to transportation sources (both private and public), relationship of site features to surrounding buildings and natural features, and micro climatological systems. **G**
 3. **Existing Conditions Documentation:** If specified within the Professional Services Contract, the Associate A/E shall survey the existing facility, either field measure existing rooms and spaces and create drawings or validate AOC provided drawings of rooms and spaces. Document critical discrepancies and modify the drawings to accurately reflect existing conditions, and analyze existing structural, mechanical, electrical, and life safety systems and document each to the extent required for execution of the Project. **G**
 4. **Basis of Design Document:** Prior to commencing work, provide a Basis of Design outline that represents the Associate A/E's understanding of Program requirements, summarizing by system features and components to be provided in the submitted design. **G**
- B. **Preliminary Code Analysis:** The Associate A/E is responsible compliance of the design with Code requirements. If the Professional Service Contract requires the services of a Code

Consultant, coordinate that consultant's findings with all members of the design team. For all projects, at a minimum, the Preliminary Analysis shall define the following: **G**

1. Applicable Code and Edition, as identified by the AOC, applied to the analysis,
2. Use Group Classification (s) for the facility and major parts thereof,
3. Proposed or existing type of Construction Classification,
4. Accessibility regulations to be applied.
5. Mechanical code evaluation to address how ventilation and exhaust requirements will be achieved.
6. Electrical code evaluation to address how lighting levels and emergency power requirements will be achieved. How electrical equipment installation requirements will be addressed.
7. Life safety code evaluation to address egress, fire alarm and fire suppression systems and how they will be addressed. Include an evaluation of code mandated smoke control systems.
8. Equivalency and Options proposals to resolve code issues discerned while maintaining historic fabric of the facility.
9. Maintenance of Egress: Provide plans addressing maintenance of emergency egress around any construction site that impacts building egress paths. Provide a table of signage revisions and tabulated corrected egress loading per route.
10. **Preliminary HazMat Assessment:** Conduct field surveys as required to supplement any existing conditions documents forwarded by the AOC Project Manager. **G**
 - a. *Hazardous Material Identification:* Review existing asbestos and lead test results provided by the AOC. Perform additional testing for lead-based paint and asbestos-containing materials as necessary to determine the extent of hazardous materials to be encountered during the construction of the project. A certified inspector must be used to obtain the required number of bulk asbestos and/or lead-based paint samples in the areas affected by the project, and submit the samples to a certified laboratory for analysis. The asbestos samples must be analyzed using either polarized light microscopy (PLM) with dispersion staining (EPA Method 600/R93-116) or transmission electron microscopy (TEM) for non-friable organically bound bulk samples (NY ELAP Method 198.4). Provide a report that reflects both the reliance on past testing and the results of any additional analysis, and include quantities of the hazardous materials found.
 - b. *Waste Stream Samples:* To address EPA regulatory concerns, take a representative sample of the waste stream to be generated and perform Toxicity Characteristic Leaching Procedure (TCLP) testing (EPA Method 1311) to determine if the lead/heavy metals in the wastes should be managed and disposed of as hazardous waste; or determine through appropriate calculations that the lead/heavy metal content cannot exceed the TCLP limit for hazardous waste.
 - c. *Abatement:* Incorporate appropriate abatement, monitoring, and disposal procedures into the design documents.
 - d. *Hidden Hazards:* Incorporate standard language related to hidden hazards (see AOC Division One).

4cm.4 **SCHEMATIC DESIGN**

- A. **Schematic Design:** During this phase define the total project scope. Describe the project principally in two dimensional configurations against the requirements contained within the *Building Program*. The presented schematic design should demonstrate a range of design alternatives investigated for each discipline with each developed to an extent to clearly demonstrate why the system or design presented was chosen. The resulting scheme shall have areas, spaces, and relationships confirmed against *Building Program* requirements and all deviations identified and reconciled.
- B. **Pre-Submission Procedures:** Prior to production of the review sets, the AOC Project Manager and the Construction Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. **G**
- C. **Schematic Design Submissions:** The Schematic design submission shall contain the following:
1. **Design Commentary:** Provide narrative descriptions of various features and a listing of any differences between the submitted design and the *Building Program*. Discuss circulation and egress plans for all categories of occupant. Summarize features of the building envelope, major structural systems, principal interior finishes, historic considerations, mechanical systems, electrical systems, conveying systems, fire alarm/life safety systems, security and telecommunication systems. Detail unique features requiring specialized definition or proprietary or time critical solution that could impact project delivery. Clearly identify government furnished furniture, fixtures and equipment. **G**
 - a. Code Analysis: Update code analysis, listing compliance required occupancy, life safety, fire resistance, and structural adequacy. **G**
 - b. Options: Develop list of design options to ensure that the project may be kept within budget limitations. **G**
 2. **Space Studies:** Tabulations contained in a standard spreadsheet format containing at a minimum the following data or database fields: **G**
 - a. Title Block
 - b. Project Name
 - c. AOC Project Number
 - d. Gross Project Square feet
 - e. Program Space Name
 - f. Program Net Assignable Square Footage for each Space.
 - g. Schematic Space Name.
 - h. Schematic Net Assignable Square Footage for each Space.
 - i. Variance between Program and Schematic assignable areas.
 3. **Site Studies:** Provide a narrative describing the site, the planned access to the building, the relationship to surrounding buildings, future expansion potential, the availability of utilities

and services, the interaction with existing pedestrian and vehicular transportation systems, and any restrictions on use of the site. For projects affecting Congressional garages or surface parking, summarize the impact on space count, suggested alternative locations, and length of time that the parking will be affected. **G**

- a. *Drawings:* Provide site plans indicating site boundaries, limits of improvements, setbacks and easements, existing buildings and structures to be removed or retained, adjacent buildings that could impact the project, general topography and vegetation, and predominate drainage routes. Indicate extent of pedestrian/vehicular circulation and parking, and access routes to public transportation. Identify all existing on-site utility services and off-site utility services, including fire protection services. **G**
- b. *Calculations:* Drainage and run-off the building will impact, parking counts. **G**
4. **Architecture:** Provide narrative discussion by system to address building massing, circulation and access to major spaces, justification for major materials and finishes to be used, planned methods/systems for exterior maintenance, and a list of options being proposed to control scope/cost. Address incorporation of all Government-provided furniture, fixtures, and equipment. **G**
 - a. *Drawings:* As applicable to the project, provide the following at appropriate scales:
 - 1) *Floor Plans:* Single line floor plans, showing departmental areas and adjacencies, work areas, corridors, entrances, vertical transportation, and identifying each room or space. Provide overall dimensions; indicate how major mechanical/electrical components may be removed/replaced. **G**
 - 2) *Elevations:* For major building faces showing building massing, shadow lines, materials, fenestration, roof slopes, and relation to adjoining buildings. **G**
 - 3) *Building Sections:* Transverse or longitudinal building section showing floor-to-floor relationships, construction, and roof profiles. **G**
 - b. *Calculations:* Provide preliminary plumbing fixture counts, egress populations, and vertical transportation studies. **G**
5. **Structural Systems:** Provide a narrative discussion of conceptual framing and foundation system with comparison of alternate systems considered and reasons for rejection of each.
 - a. *Drawings:* Provide drawings indicating planned framing systems with bay sizes, column locations, and expansion joints. **G**
 - b. *Calculations:* Identify all live, dead, seismic and wind design loads. **G**
6. **Mechanical Systems:** Provide a narrative discussion of the HVAC system general features, configuration, rationale for selection, and how it integrates with architectural building systems. For new facilities, explain Project interfaces with existing chilled water and steam sources, city water/sewer connections, and electrical utilities. Verify reliability/capacity of existing infrastructure. Include block loads based on area and use group. **G**

- a. *Plan Drawings:* Show equipment spaces for mechanical equipment, single-line distribution diagrams, and connection points to existing supply sources. **G**
 - b. *Plumbing:* Describe proposed special features of system and provide dimensioned sketch of major service entry and waste routes, distribution scheme. **G**
 - c. *Calculations:* Provide gross heating/cooling loads. **G**
7. **Electrical Systems:** Provide narrative discussion of the electrical design approach. Describe the proposed electrical system (normal and emergency) and anticipated loads. The narrative shall include the advantages/disadvantages to support the consultant's recommendations. Provide the following: **G**
- a. *Plan drawings:* Show the locations of new and existing electrical and telephone rooms/closets, security systems, and other spaces to meet the project requirements. Coordinate space requirements with architectural plans. **G**
 - b. *Riser Diagrams:* Single-line riser/distribution diagrams for standard/emergency system; show locations of telecommunication and security equipment closets. **G**
 - c. *Utility Capacity:* For new buildings with new electrical service, the consultant shall contact the local utility company as necessary and indicate the type of service available in the schematic design report. **G**
 - d. *Special Systems:* Describe in narrative form requirements for such items as conveying systems, UPS for file server, fire alarm, fire pumps, security, telephone and other systems. **G**
 - e. *Renovation & Alteration Narrative:* Provide a statement of impact of the new construction to the existing distribution system, include existing loads and projected loads. Base submission on a survey of existing conditions, including an evaluation of whether the existing services meet all code and safety requirements and have adequate capacity to serve all proposed new loads. Indicate if existing electrical or telecom rooms have sufficient room to meet the project requirements or if new closet spaces or rooms are required. **G**
 - 1) Describe methods to connect new loads/ and any upgrades required with normal and emergency systems, fire alarm systems, security, and telecommunication systems. **G**
 - 2) Propose in narrative form recommendations to improve or modify the existing electrical system for the project (for example, remove all tapped feeders and serve each panel separately from main distribution panel). **G**
 - 3) Describe in narrative form all phasing of the work, temporary power requirements, and any electrical services required to maintain operation of the renovated areas. Indicate any existing equipment to remain in service which is being served from the renovated area. **G**
 - f. *Calculations:* Provide unit load calculations for the project to verify utility service requirements. **G**
8. **Fire Protection:** Provide narrative discussion of the fire alarm and extinguishing systems planned for the facility. Identify occupancy classification (s), height and area calculations,

types of construction, and fire suppression requirements. Provide summary of hydrant flow test data for fire water connection that is no more than 1 year old.

- a. *Drawings:* Identify major routes of egress and any required areas of refuge. Show sources of fire protection water supplies, fire hydrant locations, and equipment spaces for fire protection systems. **G**
 - b. *New buildings or New fire service:* Contact the District of Columbia Water and Sanitation Department (or other jurisdictions as appropriate) to coordinate the requirement for the new service. **G**
9. **Security Systems:** Requirements for security systems will be forwarded to the Associate A/E on a case-by-case basis. **G**
 10. **Food Service Systems:** Describe in narrative format any plans for food service areas and define applicable codes and standards to be observed. **G**
 11. **Outline Specifications:** Identify principle materials, finishes, and building systems to be used. At this stage, brand names may be utilized to describe components in the interest of saving time. Format outline specification in either MasterFormat or Unifomat. Listing of proposed specification section titles absent product/material descriptions will not be accepted. See Appendix 6a. **G**
 12. **Cost Estimates:** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.3, *Schematic Design Phase Estimate*. Prepare the Schematic estimate using Unifomat II, Level 3 (ASTM E-1557) based on schematic floor plans, outline specifications for principle materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Reconcile cost estimates with the Construction Manager prior to submission. Include a design contingency approved by the Construction Manager to account for the preliminary nature of the design. Provide allowances for materials or systems not yet defined. (See Appendix 8b). **G**
- D. **Design Review Deliverables:** When the documents are approved for submission, provide the AOC with the full sets of documents for distribution to reviewing offices. Allow a minimum of 3 work days for internal distribution by AOC staff prior to the Kick-Off review conference.
1. Provide a minimum of eight (8) sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide one set of full-size schematic architectural, mechanical, electrical and plumbing drawings mounted on foam board. **G**
 3. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) sets of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 4. Deliver required databases on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy, a CD-ROM, or ZIP disks. **G**
- E. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical "overview" presentation to the AOC Project Team and the Construction Manager following the initial 3-day AOC document distribution period. **G**

- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC and Construction Manager review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC and the Construction Manager to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within one week. **G**
- H. **Formal Presentations & "On-Board" Reviews:** The Associate A/E and the Construction Manager shall prepare a formal presentation of the Schematic Design to both the Client and required Congressional oversight committees. Such presentations shall include large scale mounted plots of architectural floor plans that clearly explain the design response to Building Program, the compliance to the Master Project Management Plan, and evolving site logistics/constructability issues. As appropriate, supplement the mounted plans with diagrammatic images and space/area charts or tables that summarize adherence to requirements. The Associate A/E should plan on having the lead design professional from each major discipline in attendance at these presentations to answer questions. The Associate A/E shall prepare for 2 formal presentations. **G**
1. **"Rendering:"** Provide a three-dimensional color rendering or computer model of the major exterior views of the project, including site adjacencies. **G**
2. **Mass Model:** If provided in the Professional Services Contract, provide a basic massing model to explain the project's relationship to surrounding areas and buildings. **G**

4cm.5 DESIGN DEVELOPMENT

- A. **Design Development:** Completely define the project design during this phase. Refine schematic designs to incorporate revisions to meet AOC comments provided during the Schematic review. Design **stops** at the end of this phase. Project conditions unresolved during design development are difficult to coordinate during production of construction documents.
1. **Bid or Proposal Options:** Identify potential bid or proposal options at this phase to allow approval by the AOC and proper incorporation and coordination in the construction documents. **G**
2. **Proprietary Items:** If proprietary items will be required within the project design, this submission should disclose those items, provide product data, list their salient characteristics and the reasons why they must be used, and recommended methods for obtaining substitutes should they not be available. The design should not proceed with a concept if that concept can hold the project "hostage" to its availability, either in the new facility or in its subsequent maintenance and replacement. **G**
- B. **Pre-Submission Procedures:** Prior to production of the review sets, the AOC Project Manager and the Construction Manager shall meet with the Associate A/E to review one

complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. **G**

C. **Design Development Submission:** The Design Development submission shall contain the following:

1. **Design Commentary:** Descriptions of various features, by system, and a listing of any differences (exceptions) between the *Building Program*, the Schematic Phase, and the Design Development Phase. Provide a complete Code Analysis at this Phase, listing compliance required occupancy, life safety, fire resistance, and structural adequacy. **G**
2. **Space Studies:** Update area tabulations contained in the spreadsheet developed during the Schematic Phase containing at a minimum the following data fields: **G**
 - a-f. Fields as listed in the Schematic Phase Table.
 - g. Design Development Space Name.
 - h. Design Development Net Assignable Square Footage for each Space.
 - i. Variance between Program and Design Development assignable areas.
3. **Site Plans:** Provide narrative discussion of site circulation and transportation concept, utility distribution scheme, drainage concept, and landscape design concept. Provide justification for plant selection and proposed landscape maintenance/watering plans. Identify borrow/disposal sites and any required permits. **G**
 - a. **Drawings:** Further develop drawings to provide, at a minimum, the following:
 - 1) **Site Layout Plans:** Further develop to show all roads and walks (indicating pavement type), accessible routes from parking and public streets to main facility entrance, fire apparatus and fire lanes, and site furnishings. Indicate limits of improvements adjacent buildings that could impact the project. **G**
 - 2) **Site Utilities Plans:** Show existing and proposed sizes and locations/tie-ins of all utilities, including domestic and fire protection water lines, fire hydrants, sanitary sewer lines, and steam and chilled water tunnels/lines. **G**
 - 3) **Landscape Design Plan:** Define total scope of landscaping, size/location of major existing trees and features scheduled to remain, proposed planting beds, and range of proposed irrigation systems as applicable. **G**
 - b. **Calculations:** Provide site and building storm drainage calculations, parking calculations, and dewatering calculations, as applicable. **G**
4. **Architecture:** Further develop narrative discussion by system to address refinements of building massing, circulation and access to major spaces, justification for major materials and finishes to be used, justifications for any project-dependent proprietary products, planned methods/systems for exterior maintenance, and a list of options being proposed to control scope/cost. Address incorporation of all Government-provided furniture, fixtures, and equipment. **G**

- a. *Drawings:* Further develop Schematic drawings and provide at a minimum:
 - 1) *Floor Plans:* Double line plans for each floor and typical floor at appropriate scales showing rooms, departmental areas and adjacencies, and identifying each room or space. Show all vertical pipe and duct spaces, columns, and other principal features. Show special equipment areas at enlarged scale. **G**
 - 2) *Elevations:* Elevations of each exterior face indicating entrances, window arrangements, doors, etc., exterior materials with major vertical/horizontal joints, roof levels, and dimensions to floor/roof lines. **G**
 - 3) *Building Sections:* Longitudinal and cross sections through the full building showing floor-to-floor and other critical dimensions, floor construction and interstitial spaces, raised floor areas, typical ceiling heights, stairs and elevators penthouses, and roof construction. **G**
 - 4) *Typical Wall Sections:* Develop a minimum of one wall section that represents conditions at a typical point on the exterior building envelope that clearly indicates insulation, vapor retarders, and glazing. **G**
 - 5) *Schedules:* Include a preliminary schedule of floor, wall, and ceiling finishes proposed for typical rooms and spaces. Clearly indicate any Government furnished or installed equipment in schedules. **G**
 - 6) *Roof Plans:* Provide plan, at same scale as floor plans, indicating roof high points, slopes, valleys, drain locations and any penthouses. **G**
 - b. *Calculations:* As applicable, provide exterior envelop dew point calculations, acoustical calculations, and toilet fixture counts. **G**
5. **Structural Systems:** Refine narrative discussion of selected framing and foundation system. Clearly identify design criteria employed. List all live, dead, and wind loads utilized. Include soils investigation and materials report. **G**
- a. *Drawings:* Provide framing plans, at the same scale as the architectural floor plans, and key details. **G**
 - b. *Calculations:* Provide gravity load, lateral load, foundation and vibration calculations; and evidence the design is not subject to progressive collapse. For all computer generated results, submit a model of the input data and program material to allow understanding of the output. **G**
6. **Mechanical Systems:** Provide a narrative of the HVAC system with discussion of general features, configuration, and how it integrates with architectural building systems. Complete definition of HVAC equipment. As appropriate to the project, discuss recommended energy sources and means of energy conservation. Provide notation of outdoor summer and winter design conditions, and indoor design conditions and special requirements, ventilation requirements, indoor relative humidity design conditions and special requirements, and building block heating and cooling loads. **G**
- a. *Drawings:* Further develop Schematic drawings to provide the following:

- 1) *Mechanical Floor Plans:* Plans, at the same scale as the architectural floor plans, that shows the main zones and distribution systems for both ducts and mechanical piping. Define all required mechanical spaces. For alterations, clearly show connections points to existing systems. System schematics and flow diagrams. **G**
- 2) *Plumbing Floor Plan:* Provide diagrammatic floor plan for each floor, at the same scale as the architectural floor plans, that shows the main supply and soil routing for domestic water systems. Discuss specialized areas as appropriate. **G**
- a. *Calculations:* Provide computerized building energy analysis. Report energy broken into five categories: heating, air conditioning, lighting, domestic hot water, and other (summarize items included in "other"). Summarize utility consumption in a schedule that addresses the following (as applicable): **G**
 - 1) Electricity KVA
 - 2) Steam lbs/hr
 - 3) Chilled water gpm and Tons
 - 4) Domestic water gpm
 - 5) Fire Flow gpm
 - 6) Irrigation gpm
 - 7) Sanitary gpm
 - 8) Storm Total impervious Area, sq.ft. or acres
7. *Electrical Systems:* Provide updated narrative discussion of the design, including basic assumptions and points of interconnection with existing electrical and fire alarm systems. For renovations or alteration work, update statement from the Schematic phase of the impact of the new construction to any existing distribution systems, telephone, and signal inter-building systems (F/A, CCTV, security, clock systems, legislative call system, etc.) associated with the new work. Describe work phasing plan. **G**
 - a. *Drawings:* Further develop Schematic drawings to provide the following:
 - 1) *Floor Plans:* Indicate location and sizes of electrical and emergency equipment and include room titles and area functions. Reference electrical plans to the architectural floor plans. Provide separate distribution plans for lighting, power, and telecommunication layouts. **G**
 - 2) *Electrical Rooms:* Provide minimum 1/8" scale plans of all electrical rooms indicating the adequacy of the new electrical equipment layout. **G**
 - 3) *Single-Line Diagrams:* Submit a clear enhanced single-line diagram of the proposed electrical system (normal and emergency). Include in the diagram low voltage panelboards, branch circuit panels and representative methods of feeding 277/480 volt, (if required) and 120/208 volt normal and emergency panels. Include preliminary design of proposed lighting and lighting controls, dimmers, location of cove lighting, etc. Describe the methods and assumptions used for lighting foot candle level calculations. **G**

- 4) *Riser Diagrams:* Submit single-line riser diagrams for fire alarm systems and empty conduit raceway system riser for security and telecommunication systems. **G**
- 5) *Materials:* Provide lighting fixture product data (cuts), and cuts of any other major electrical components which will require AOC approval. **G**
- b. *Calculations:* Submit preliminary load calculations for both normal and emergency power distribution systems. Break down calculations into lighting, receptacles and power. Include current demand load and projected load of new construction. For alterations and additions, indicate if the existing panels meet the new loads and available short circuit rating. **G**
- 8. ***Fire Protection:*** Refine narrative from Schematic Phase to clearly define occupancy classifications, ratings of structural components, classification of interior finishes, and location of fire-rated walls and partitions. Clearly identify any special hazard designs if applicable (smoke evacuation, etc.). Identify code sections used and review the building for compliance with life safety codes and discuss the design's impact on security requirements. Highlight any requirements for use of code equivalencies or exceptions. Provide egress information with tabular listing of number and type of each exit, loads at each exit, and travel distances with path widths and capacities noted. Indicate planned configuration of sprinkler system, types of sprinklers to be used and the minimum required residual pressure required for each type, and concepts of fire notification and alarming **G**
 - a. *Fire Protection Drawings:* Provide fire protection plans for each floor, at same the scale as the architectural floor plans, that show fire alarm zones, sprinkler zones and associated occupancy hazard, smoke zones, equipment spaces for fire protection systems, standpipe and locations, sprinkler main sizes, zone valves, and flow switches, locations and ratings of fire walls and smoke barriers. Provide cover sheet listing codes employed, edition, and major sections. **G**
 - b. *Calculations:* Provide NFPA occupant loads and area for each space and full egress calculations, sprinkler hydraulic calculations with pressure losses associated with all components and applied to most distant sprinkler, and notation of software used. **G**
- 9. ***Security Systems:*** See Schematic Phase. **G**
- 10. ***Food Service Systems:*** Prepare full layouts of food preparation areas and food service areas, noting required electrical and mechanical services. **G**
- 11. ***Outline Specifications Submission:*** Refine outline specifications, using *MasterFormat*, that indicate materials and types of construction which may at this point include brand names to establish quality and function (see [Part 6](#) and Appendix 6b for examples). Provide short-form sections for key, project determinate products or systems. Include a description of each HVAC, plumbing, electrical, and fire protection system concept. **G**
- 12. ***Cost Estimates Submission:*** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.4, *Design Development Phase Estimate*. Prepare the Design Development estimate using Uniformat II, Level 3 (ASTM E-1557) based on Design

Development floor plans, specifications for all materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Reconcile cost estimates with the Construction Manager prior to submission. Reduce the design contingency from that used during Schematic Phase. Provide allowances for materials or systems not yet defined. (See Appendix 8c). **G**

- D. **Design Review Deliverables:** When documents are approved for submission, provide the AOC with the full sets of documents for distribution to reviewing offices. Allow a minimum of 3 work days for internal distribution by AOC staff prior to the required Kick-Off review conference.
1. Provide a minimum of eight (8) sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide one set of full-size drawings (plans and elevations by discipline) mounted on foam board. **G**
 3. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) sets of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 4. Deliver required databases on standard *MS Windows NT* or *XP* formatted 3-1/2" floppy, a CD-ROM, or ZIP disks. **G**
- E. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical “overview” presentation to the AOC Project Team and the Construction Manager following the initial 3-day AOC document distribution period. **G**
- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC and Construction Manager review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline’s work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC and the Construction Manager to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 7 calendar days. Do not proceed with next design phase until all comments have been reconciled. **G**
- H. **Back-Check:** Resolve and document responses to all agency comments. Obtain approval to responses prior to proceeding with the next phase. Incorporate required revisions to drawing files prior to proceeding to next phase to ensure that all participants are working from the same coordinated design. Submit revised record set to the AOC Project Manager. *Design should effectively end now!* **G**
- I. **Formal Presentations & “On-Board Reviews”:** The Associate A/E shall prepare a formal presentation of the Design Development Design to both the Client, required Congressional oversight committees, and such public presentations as may be identified by the AOC. Such presentations shall include large scale mounted plots of architectural floor plans that clearly

explain the design response to Building Program. As appropriate, supplement the mounted plans with diagrammatic images and space/area charts or tables that summarize adherence to requirements. The Associate A/E should plan on having the lead design professional from each major discipline in attendance at these presentations to answer questions. If provided in the Professional Services Contract, provide a presentation model to explain the project's relationship to surrounding areas and buildings. **G**

1. The Associate A/E shall prepare for the number of formal presentations specified in the Professional Services Contract. **G**

4cm.6 CONSTRUCTION DOCUMENTS - 50% PROGRESS SUBMISSION

- A. **Construction Documents - 50% Completion:** A submission of the draft contract documents and supportive material which clearly show the progress of the project to the 50% construction document stage. Include review comments and responses from the preceding phase. Any changes necessitated by development of the construction documents shall be clearly highlighted to allow for review and approval.
 1. **Space Studies:** Update area tabulations entered in the space spreadsheet during earlier design phases. After finalizing the space layouts, updates of the spreadsheet may be discontinued provided data remains unchanged during subsequent submissions. **G**
 2. **Room Name/Numbers:** Begin assigning final AOC approved room names and numbers, utilizing the numbering system provided by the AOC. **G**
 3. **Furniture, Fixtures, and Equipment (FF&E):** As applicable, clearly indicate coordination with Government furnished FF&E. **G**
- B. **Pre-Submission Procedures:** Prior to the Associate A/E's production of the review sets, the Project Manager and the Construction Manager shall meet with the Associate A/E to review one complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. **G**
- C. **Construction Documents:** Provide a title sheet and a complete drawing list for the planned construction document set. Submit the following for the 50% progress review: **G**
 1. **Site Plans:** Provide narrative discussing design revisions made subsequent to Design Development. Commence preparation of final construction drawings and specifications.
 - a. **Drawings:** Develop drawings to provide final configurations, at a minimum, for: existing and new topography and utilities, public roads and walks, access roads, extent of parking, relationships to other buildings, final *limits of construction*, and site furnishings. **G**
 - b. **Calculations:** Provide grading and water run-off calculations, as appropriate. **G**

2. **Architectural Drawings and Samples:** Provide narrative discussing revisions made to the design subsequent to Design Development. Commence preparation of final construction drawings and submit required samples. **G**
 - a. **Drawings:** Further develop drawings to provide, at a minimum, the following:
 - 1) **Floor Plans:** Provide Double Line Floor Plans at appropriate scales showing rooms, departmental areas and adjacencies, identifying each room or space, and showing all major built-in features. Typical conditions that repeat or conditions of design complexity shall be fully developed. **G**
 - 2) **Roof Plans:** Provide roof plans at same scale as floor plans, indicating roofing high points, slopes, valleys, expansion joints, drains locations, plumbing vents, roof equipment, roof walkways, and penthouses. **G**
 - 3) **Elevations:** Elevations of each exterior face indicating entrances, window arrangements, doors, etc., exterior materials with major vertical/horizontal joints, roof levels, and dimensions to floor/roof lines. **G**
 - 4) **Building Sections:** Longitudinal and cross sections through the full building (at scales consistent with the floor plan drawings), to illustrate the relationships between floors and spaces and their interfaces with structural systems. **G**
 - 5) **Typical Wall Sections:** Provide wall sections at an appropriate scale, that represent conditions at all typical points on the exterior building envelope and at all special conditions. **G**
 - 6) **Details:** Provide detail drawings for all architectural and structural interfaces between members and at openings, terminations, and transitions as required to fully explain the construction proposed and specifically all “design dependent” details upon which major design decisions are based. **G**
 - 7) **Schedules:** Provide schedules for each generic type of door, window, hardware set, major piece of equipment, and finish for all room and space types. **G**
 - 8) **Samples:** Provide material and color samples as appropriate for critical and typical areas of the architectural design. **G**
 - 9) **Demolition Plans:** For renovation and modernization projects, provide demolition plans at scales consistent with the floor plan drawings. **G**
3. **Structural Systems:** Provide updated discussion of structural system, noting any changes from the Design Development submission. Reconcile foundation plans to soils investigation reports. Provide final soils and materials investigation reports. **G**
 - a. **Drawings:** Provide, at a minimum, the following:
 - 1) **Foundation Plans:** Provide initial foundation plans, completed to at least 50% completion, plotted at the same scale as the architectural floor plans. **G**
 - 2) **Structural Framing Plans:** Provide initial framing plans, fully dimensioned, completed to at least 50% completion, plotted at the same scale as the architectural floor plans. Provide live loads for all areas (or classes of areas) on the structural plans. **G**

- 3) *Details:* Provide fully developed details for principle structural connections and interfaces with architectural systems. **G**
- 4) *Demolition Plans:* As applicable, provide demolition plans. **G**
- 5) *Schedules:* Complete structural schedules for major systems. **G**
- b. *Calculations:* Provide final structural calculations for major systems and necessary material data to support framing plans designed. Include all loads, supports for non-structural elements (including mechanical and electrical equipment), and any blast analysis (as required by the Professional Services Contract). **G**
- 4. **Mechanical Systems:** Provide narrative description of HVAC system. Provide all equipment and system data justified by indicating the basis for the data.
 - a. *Drawings:* Provide drawings, as appropriate, for the following:
 - 1) *Demolition Plans:* Provide for renovation and modernization projects. **G**
 - 2) *Mechanical Floor Plans:* Provide resolved floor plans for each floor, at the same scale as the architectural floor plans, that shows the main distribution systems for both ducts and mechanical piping. All dampers, both fire dampers and volume control dampers, must be shown. **G**
 - 3) *Equipment Room Plans:* Provide large scale equipment room plans where required to show adequate clearances and detail. **G**
 - 4) *Plumbing Floor Plans:* Provide a resolved floor plan at same scale as architectural floor plans, that shows the main systems (cold water, hot water, hot water recirculating, and all major equipment). Diagram major risers and provide design calculations. Discuss specialized areas as appropriate. Show routing of sanitary, waste and storm drainage piping systems. Provide 1/4" scale toilet room piping layouts, riser diagrams and design calculations. All valves must be shown & labeled. Indicate locations where temperature, pressure and flow gauges are required. **G**
 - 5) *Schedules:* Complete mechanical schedules for all major equipment. **G**
 - b. *Calculations:* Mechanical calculations shall be complete including data necessary to justify equipment shown in submitted drawings. Provide calculations including block loads for heating and cooling, heat loss calculations for building envelop, room load and supply air calculations, and flow and head calculations for pumping systems. **G**
 - 1) *Design Conditions:* Verify notation of outdoor summer and winter design conditions, indoor design conditions and special requirements, indoor relative humidity design conditions and special requirements, room heating and cooling loads, building block cooling loads, system loads, and psychometric calculations. Include the basis and amount of heat gain for people, lighting, and equipment, all building envelope "U" values, and outside air used for each system. When infiltration loads exist, show basis and calculations. **G**

- 2) *Equipment Selection Data:* Provide air balance summary tabulating supply, return, outside air, and exhaust air CFM for each system. Provide water balance summary tabulating GPM of water to each primary and secondary piece of equipment for each pump, each system, each chiller and boiler. **G**
- 3) *Terminal Loads:* Provide a summary of heating and cooling requirements met by each terminal device (VAV box, fan coil unit, etc.), each secondary piece of equipment (air handling unit), and each primary piece of equipment (chiller or boiler). Include control system diagrams with sequence of operation. **G**
5. **Electrical Systems:** Provide narrative discussion of power systems, including estimated loads and single line diagram indicating sizes of transformers, major distribution equipment, and emergency generators or UPS units. Include cuts of proposed light fixtures. **G**
 - a. *Drawings:* Provide, at a minimum, the following:
 - 1) *Lighting Floor Plans:* Submit plans referenced to architectural plans showing location of all fixtures, switches, and associated lighting control equipment. Indicate locations for emergency lighting. **G**
 - 2) *Power Plans:* Submit power plans showing locations of all panels, receptacles, motor control centers, major feeders to mechanical equipment, and required spaces for conduit chases and clearances required. **G**
 - 3) *Distribution:* Space requirements and layouts of major electrical distribution equipment and rooms. Show location of all major components of primary and secondary distribution system including normal and emergency panels, transformers and all other major items drawn to scale. Indicate on the 1/4" scale plan, the electrical equipment to be installed in each closet. **G**
 - a) *Branch Wiring:* Show routing and methods of conduit routing through any historic or special areas. **G**
 - 4) *Service:* Show routing of all underground feeders and services. **G**
 - 5) *Special Systems:* Show on plans location of Fire Alarm, CCTV, Intercom and other Signal requirements. Provide riser diagrams. Indicate fire alarm devices single-line riser diagram, and methods to connect to existing system. **G**
 - 6) *Telecommunication and Security:* Show locations of telecommunication and security equipment in closets and single-line riser/distribution diagrams. **G**
 - 7) *Alteration Projects:* Provide demolition and phasing plans to indicate the complete electrical work in all areas to be renovated. Use Standard Symbols for demolition and rewiring. **G**
 - b. *Calculations:* Update system load calculations, short circuit studies, voltage and power calculations. Submit lighting and power calculations, voltage drop and available short circuit ratings for electrical panels. **G**

6. **Fire Protection:** Provide a updated narrative discussion of the design of egress system, including doors to be equipped with panic hardware, identification and location of fire-resistive assemblies, including walls, partitions, and floors. If equivalencies are proposed for renovation or alteration of existing space, fully define proposed equivalent designs and included appropriate calculations or fire models to support the proposal. **G**
 - a. **Fire Protection Drawings:** Provide fire protection plans indicating location of fire service mains, fire hydrant locations, water supply source, general routing of standpipes and sprinkler piping showing valves and other system components, including pipe sizes, and fire pump location. Indicate locations for emergency and exit lighting. Indicate final locations of all alarm strobes, annunciation panels and sub-panels. Indicate typical coordination of sprinklers with reflected ceilings. Include details of sprinkler riser, fire pump, and plan of fire protection room. **G**
 - b. **Riser Diagram:** Provide riser diagrams to include all piping sizes and components starting at entry to building. Include backflow preventor, valves, alarm valves, zone valves, tamper switches, flow switches, drain connections, fire pump, jockey pump, check valves, relief valves, etc. **G**
 - c. **Calculations:** Refine final fire protection analysis and supporting data showing calculations used and tabulated data showing water flow requirements to the standpipe(s) and sprinkler systems. Provide design of and calculations for the smoke exhaust systems. Submit all calculations required by appropriate NFPA sections and their associated appendices, except where made more stringent by the AOC. **G**
 7. **Food Service Systems:** Meet with the AOC Sanitarian and review plans of food preparation areas and food service areas. **G**
 8. **Project Specifications:** Begin conversion of outline specification to final formats. Develop sections specifying special design or procurement needs to final formats and detail in order to substantiate key design decisions. Submit drafts using “striked-out” masters or annotated copies of office masters that clearly show data retained and deleted. As applicable, specifications shall be based on AOC Guide specifications. References to proprietary brand names shall be eliminated at this phase. **G**
 9. **Cost Estimates:** Prepare cost estimates in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.4, *Design Development Phase Estimate*. Prepare the Construction Documents Phase estimate using Unifomat II, Level 3 (ASTM E-1557) based on Construction Documents Phase floor plans, specifications for all materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Update any cost estimate furnished under the previous stage clearly identifying any modifications to previous submittals. Indicate how cost estimates that are out of range will be brought into conformance with budget requirements. Reconcile cost estimates with the Construction Manager prior to submission. Reduce design contingencies as specified in Part 8. See Appendix 8d. **G**
- D. **Design Review Deliverables:** When the documents are approved for submission, the Associate A/E shall provide the AOC with the full sets of documents for distribution to reviewing offices.

Allow a minimum of 3 working days for internal distribution by AOC staff prior to the required review conference.

1. Provide a minimum of eight (8) sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
 2. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 3. Deliver required databases on standard *MS Windows NT or XP* formatted 3-1/2" floppy, a CD-ROM, or ZIP disks. **G**
- E. **Kick-Off Review Conference:** The Associate A/E shall conduct a formal, technical "overview" presentation to the AOC Project Team and the Construction Manager following the initial 3-day AOC document distribution period. **G**
- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC and Construction Manager review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC and the Construction Manager to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. The Associate A/E shall respond to comments within 7 calendar days. Do not proceed with next design phase until all comments have been reconciled. **G**

4cm.7 CONSTRUCTION DOCUMENTS (100%) FINAL SUBMISSION

- A. **Construction Documents - 100% Completion:** Complete construction documents preparation during this phase. Refine documents to incorporate revisions to meet AOC comments provided during the previous stage. Provide a final updating of the following:
1. **Design Commentary:** Descriptions of various features and a listing of any differences between the Building Program and the final design. Provide a final Code Analysis at this Phase, listing compliance required occupancy, life safety, fire resistance, and structural adequacy. **G**
 2. **Space Studies:** Update area tabulations contained in the spreadsheet developed during the Schematic Phase containing at a minimum the following data fields: **G**
 - a-f. Fields as listed in the Schematic Phase Table.
 - g. Final Space Space Name.
 - h. Final Net Assignable Square Footage for each Space.
 - i. Variance between Program and 100% Construction Documents assignable areas.
- B. **Pre-Submission Procedures:** A conference will be held to review the 100% Construction Documents Phase Documents. Prior to the Associate A/E's production of the review sets, the Project Manager and the Construction Manager shall meet with the Associate A/E to review one

complete set of documents and verify that the intended submittal possesses the information required for the AOC's review process. In addition, provide: **G**

1. **Cost Estimate Draft Submission:** Submit for review a draft construction cost estimate prepared in accordance with ASTM E-1804, *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, Paragraph 6.5, *Construction Document Phase Estimate*. Prepare the estimate using Unifomat II, Level 4 (ASTME-1557) based on 100% construction document floor plans, specifications for all materials, finishes, and building, mechanical, and electrical systems. Include detail reports with full crew resource loading. Remove all design contingency. Perform value engineering analysis as required to ensure bidding within funding limitations and to assist in definition of any necessary Bid Options. See Appendix 8d. **G**

C. 100% Construction Documents:

1. **Site Plans:** Site plan developed to completion state with all existing and new topography and utilities, public roads and walks, access roads, extent of parking, and relationships to other buildings fully resolved and awaiting final approval. **G**
2. **Architectural, Structural, Mechanical, Electrical, and Fire Protection drawings, and Samples:** The complete set of construction documents, fully resolved and only awaiting final approval of the AOC. **G**
3. **Final Calculations:** Provide final calculations for major systems and necessary material data to support all equipment, materials, and systems used in the final construction documents. **G**
4. **Project Specifications:** 100% of the sections complete, printed in final format complete with applicable project number and title on every page. **G**
5. **Cost Estimates Submission:** Update the draft submitted above and incorporate AOC review comments. Final cost estimate submissions shall provide an estimate for each base bid, option (alternate), and unit price. **G**

D. Design Review Deliverables: When the documents are approved for submission, the Associate A/E shall provide the AOC with full sets of documents for distribution to reviewing offices. Allow a minimum of 3 working days for internal distribution by AOC staff prior to the required review conference.

1. Provide a minimum of 8 sets (or the number enumerated in the Professional Services Contract) of unmounted drawings reduced to half size plots. **G**
2. Provide 8 sets (or the number enumerated in the Professional Services Contract) of calculations, specifications, and cost estimates bound into 8-1/2" x 11" brochures. **G**
3. Deliver required spreadsheets on standard 3-1/2" *MS Windows NT or XP* formatted floppy disks. **G**

E. Kick-Off Review Conference: The Associate A/E shall conduct a formal, technical "overview" presentation to the AOC Project Team and the Construction Manager following the initial 3-day AOC document distribution period. **G**

- F. **AOC Discipline Review Conference:** The Associate A/E shall allow a minimum of 7 calendar days for AOC and Construction Manager review following the Kick-Off review conference and then meet with individual design discipline teams to fully discuss each discipline's work. **G**
- G. **Wrap-Up Review Conference:** A minimum of 7 calendar days after the Discipline Review Conference, the Associate A/E shall meet with the AOC and the Construction Manager to discuss and clarify preliminary comments prior to comment consolidation and delivery to the Associate A/E. Review comments will be forwarded to the Associate A/E using the standard AOC spreadsheet format. Final comment log will be used as the basis for final resolution of backcheck comments. **G**

4cm.8 CONSTRUCTION DOCUMENTS - BACKCHECK SUBMISSION

- A. **Construction Documents - Final:** Correct 100% construction documents to incorporate revisions to comply with final AOC review comments. Submit final comment log with all comments resolved. **G**
- B. **Construction Documents - Drawings:** The complete set of construction documents, fully resolved and only awaiting final approval and reproduction by the AOC. **G**
- C. **Final Engineering Calculations:** Provide final calculations for major systems and necessary material data to support all equipment, materials, and systems used in the final construction documents. **G**
- D. **Project Specifications:** 100% of the sections complete, printed in final format complete with applicable project number and title on every page. **G**
- E. **Cost Estimates Submission:** Update final cost estimate to reflect Backcheck comments. **G**
- F. **Documents Review and Final Deliverables:** Submit final deliverables:
 - 1. Provide a one complete set of polyester reproducible, plotted at full-size, ready for final reproduction and bidding and a minimum of eight (8) bound full-size and eight (8) half-size sets (or the number enumerated in the Professional Services Contract) of drawings. **G**
 - 2. Provide eight (8) sets (or the number enumerated in the Professional Services Contract) of calculations, and cost estimates bound into 8-1/2" x 11" brochures. **G**
 - 3. Provide one camera-ready, unbound copy original of the Project Manual and five (5) bound copies. **G**
 - 4. Deliver required databases on standard *MS Windows NT or XP* formatted 3-1/2" floppy, a CD-ROM, or ZIP disks. Deliver other required deliverables in accordance with applicable Parts of this *A/E Design Manual*. **G**

4cm.9 PROCUREMENT PHASE

- A. **General:** Large projects will typically be prepared for formal bidding by either Invitation for Bids (IFBs) or Request for Proposals (RFPs). The document preparation is similar for each with

the variance between them resting principally with the Bid Schedules and Options rankings. The Associate A/E shall cooperate fully with the Construction Manager in the final preparation of the Procurement package, in Bidder's Site Visits and Meetings, and the preparation of Addenda.

- B. **Preparation of Procurement Documents:** The Associate A/E shall prepare the construction document sets for reproduction by the AOC. The Associate A/E shall cooperate with the Construction Manager to verify the accuracy of the lists/indexes of drawings, Project Manuals, contract time, and determinations of appropriate sums for liquidated damages. Provide full-size camera-ready reproducibles of all drawings and a camera-ready copy of the Project Manual. Full requirements for Lists of Submittals, etc., are listed in Part 6, the Project Manual. In addition, submit the following to the AOC Project Manager:
1. **Options:** Any Options (Alternates) as developed in coordination with the Construction Manager and as approved by the AOC Project Manager, numbered in sequence of preferred acceptance, and fully described as to scope. **G**
 2. **For RFPs:** Coordinate the preparation of suggested evaluation criteria for prospective Contractors with the Construction Manager. **G**
- C. **Attendance at Bidder's Meetings:** The AOC Project Manager will schedule the Bidder's Meeting in coordination with the AOC Procurement Division, the Construction Manager, and the Associate A/E. The Bidder's Meeting will be scheduled approximately 7 calendar days after the start of the bid period. The Associate A/E shall assist the Construction Manager in preparation for and participate in the Bidder's Meeting. The Construction Manager will prepare meeting minutes and tabulate the list of *Requests for Interpretation* (RFI), and forward the listing of RFIs to the Associate A/E for resolution. **G**
- D. **Site Visits:** Coordinate the timing of Bidder's site inspection visits with the Construction Manager, participate in such visits, record lists of questions raised by attendees, and coordinate such lists with the Construction Manager for incorporation in Addenda. **G**
- E. **Preparation of Amendments:** All [amendments](#) which are required to clarify the bidding documents, respond to RFIs, accomplish revisions, accept or reject substitutions, and correct errors shall be prepared by the Associate A/E and forwarded to the AOC Project Manager for approval and for subsequent distribution by the Construction Manager. Prepare [amendments](#) in formats similar to those used in the Project Manual, listed in the order of the Project Manual and drawings, [amendments](#) numbered sequentially and dated. Do not include Bidder's Meeting minutes in [amendments](#). Issues forwarded to the Associate A/E by bidders shall be reviewed, determinations made, and draft text forwarded to the AOC Project Manager within 7 calendar days of the bidder's addenda request for inclusion in the [Amendments](#). **G**
- F. **Receipt of Bids and Evaluation:** The Associate A/E may be present during the opening of bids, but is advised of the confidentiality rules concerning opening of bids. The Associate A/E shall assist the AOC and the Construction Manager in the evaluation of the bids. **G**
- G. **Post Bid Revisions:** The Associate A/E shall enter all approved revisions to the Project Manual and the drawing reproducible masters, annotated with approved revision symbols and underscoring, and deliver the annotated sheets to the AOC for reproduction of construction sets.

Only sheets or pages bearing revisions need to be resubmitted. The Contractor will be informed that the published addenda remain the legal basis for the project. **G**

4cm.10 **CONSTRUCTION ADMINISTRATION PHASE**

A. **General:** This section addresses jointly shared construction administration responsibilities provided for Large Projects - distributed between the Associate A/E, the AOC Project Manager and the AOC Construction Manager. These responsibilities may differ from those employed in the private sector or with other Federal agencies.

1. **Professional Services Contract:** Services in this section are dependent on options for Construction Administration being exercised in the Professional Services Contract.
2. **Requested Attendance:** As the lead member of the design team, the Associate A/E is requested to attend both the Ground Breaking ceremony and the Ribbon-Cutting ceremony.
3. **Site Access:** Authorized representatives of the Associate A/E shall have access to the Project Site at all times in which work is being performed.
4. **Limitations on authority of architect-engineer:** Unless specific exceptions are established by a written instruction issued by the contracting officer, the Associate A/E firm:
 - (a) shall not authorize any deviation from the construction contract documents or approve any substitute materials or equipment.
 - (b) shall not exceed limitations on the government's authority as set forth in construction contract documents.
 - (c) shall not undertake any of the responsibilities of the contractor, subcontractors, construction contractor's superintendent or contractor quality control representative.
 - (d) shall not expedite or accelerate the work of construction contractor and subcontractors.
 - (e) shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in construction contract documents. (FAR-5252.236)

B. **Project Administration:** The Associate A/E shall direct all communications with the Contractor through the Construction Manager except as specifically provided herein.

1. **Document Annotation:** Ensure that all construction documents have been annotated to reflect modifications issued during the Bid period and to reflect any Options exercised by the AOC. **G**
2. **Mobilization/Project Startup:** The Associate A/E will be notified by the Construction Manager of the Contractor's successful completion of mobilization procedures required by the Construction Contract and the Contractor's schedule to commence site operations:
 - a. **Pre-Construction Submittals:** Receive copies of Contract-required documents submitted by the Contractor and review for compliance with the Contract. Notify the Construction Manager of any deficiencies. **G**

- b. ***Pre-Construction Meeting:*** Associate A/E's field representative shall attend the Pre-Construction Meeting conducted by the Construction Manager. The Associate A/E shall note corrections to the minutes for the CM. **G**
- c. ***Partnering Session:*** Assist in the preparation for and participate in the "partnering session" conducted by the Construction Manager at commencement of the construction. **G**
- 3. ***Progress Meetings:*** The Associate A/E shall attend the regularly scheduled field meetings, review CM prepared minutes, and provide corrections to the CM.
- 4. ***Construction Conferences:*** At times necessitated by construction conditions, attend construction conferences and notify the Construction Manager of any errors in the minutes or unresolved issues.
- 5. ***Contractor's Initial Submittals:*** The Associate A/E shall review and recommend for approval the Contractor's Initial Schedule of Values, Material Schedule, Submittal Schedule, Progress Schedule, and Contractor's Testing Agencies.
- 6. ***Requests for Payment:*** The Associate A/E shall make the initial review of Contractor Requests for Payment as processed and forwarded by the Construction Manager, shall review the amounts due to the Contractor, and shall forward all such requests, with the Associate A/E's recommendation for action to the Construction Manager.
 - a. ***Record Document Updating:*** The Associate A/E shall verify Contractor updating of the record documents (as-builts) to current status prior to recommending payment approval.
- 7. ***Construction Photographs:*** All construction photographs will be provided by the AOC unless otherwise specified in the Professional Services Contract.

C. Projects Controls and Decision Expediting:

- 1. ***Clarifications and Interpretations:*** The Associate A/E shall resolve all requests for clarification or interpretation forwarded by the Construction Manager within the time periods provided.
 - a. ***Contractor Error:*** Costs for processing RFIs resulting from oversight or failure to locate properly documented information on the part of the Contractor will be charged to the Contractor.
 - b. ***Errors & Omissions:*** RFIs resulting from discrepancies, errors, or omissions shall be resolved without processing cost to the Contractor and the Government.
 - c. ***Routing:*** The Associate A/E shall forward its response through the AOC's Construction Manager within 5 calendar days of receipt. The AOC will review the Associate A/E's response and, if approved, will forward the response to the Contractor. If the Contractor's RFI is highly involved or will clearly require more than 5 days to resolve, the Associate A/E shall notify both the Contractor and the AOC's Construction Manager as soon as practicable after identification of the complexity.

2. ***Processing of Submittals:*** The Construction Manager shall ensure that the Contractor has properly reviewed, coordinated, and stamped all submittals prior to submitting them for approval. The Associate A/E shall review, and approve all submissions of product data, shop drawings, calculations, coordination drawings, samples, and mock-ups for compliance with Contract Documents, consistency between drawings and specifications, consistency between disciplines, and reasonableness of tolerances. The Associate A/E shall ensure that submittals do not deviate from requirements of the contract documents. The Associate A/E is responsible for proper coordination of the reviews of its sub-consultants.
- a. ***Processing Time:*** Process within 14 calendar days of receipt. Submittals requiring review and coordination with the Associate A/E's sub-consultants are allowed an additional processing time of up to 7 calendar days. Hold submittals requiring coordination with other submittals until all required submissions are received. Monitor submittals received against approved Contractor Submission Schedule.
 - b. ***Compliance with Contract Documents:*** Special attention to both performance and prescriptive specifications is required due to the "open" nature of government bidding. Ensure that submissions of "approved equals" comply fully with specified salient characteristics. Ensure that the Contractor has documented that submitted "approved equals" do not introduce incompatibilities with other work on the project. Further ensure that submitted "approved equals" are not requests for "contract modifications" or "change orders." Verify inclusion of necessary field measurements for all equipment requiring field fitting.
 - 1) ***Calculations:*** Ensure that required calculations prepared to demonstrate product or material compliance with specifications are accurate and that they bear the seal of a professional licensed to practice in the District of Columbia.
 - 2) ***AOC Review:*** The AOC reserves the right to review a pre-identified subset of submittals to verify conformance to AOC operational requirements and either concur with the Associate A/E's notations or to request further review prior to their return to the Contractor. Should the AOC make any annotations, the Associate A/E shall review the AOC annotations to verify their compliance with the Contract Documents. If in the opinion of the Associate A/E any AOC annotations constitute a change to the contract, the Associate A/E shall notify the AOC in order to obtain a decision as to whether or not the Government wishes to forego the annotations or to proceed with a formal Contract Modification.
 - c. ***Annotation:*** Comply with Architect's Action notations specified in AOC Division 1 sections. Mark and stamp a single set of shop drawing reproducibles. The Contractor is responsible for the production of multiple copies for their use. Retain a minimum of one copy of each annotated shop drawing for the Associate A/E and forward one "hold" copy for the AOC.
 - d. ***Routing:*** The processed submittals shall be forwarded back to the Contractor through the AOC's Construction Manager to permit AOC review of the processed submittals.

3. **Construction Field Observation:** The Associate A/E shall visit the Project and conduct on-site observations of the Work at intervals appropriate to the stage of construction but in no case less than on a weekly basis. Prepare field reports in an approved format and submit to the Construction Manager and the AOC.
 - a. **Quality Assurance:** The Associate A/E will coordinate inspection and acceptance of initial product and material installations to establish a standard (or benchmark) of quality to be used by the Construction Manager in the approval or rejection of succeeding like work. When differences of interpretation are encountered, document the facts as obtained from all parties involved, and report them to the AOC Project Manager for resolution.
 4. **Project Schedule Monitoring:** The Associate A/E shall monitor the Contractor's work progress and shall notify the Construction Manager of any delays.
- D. **Construction Modifications (Change Orders):** The Construction Manager will prepare and process for AOC approval all Change Orders. The Associate A/E shall analyze Change Order requests for conformance with design intent. Final acceptance of all Change Requests resides with the AOC. Requests for "approved equals" will not be accepted as the basis for change order requests.
- E. **Certifications and Test Reports:** The Associate A/E shall review and approve all Contractor certifications and test reports.
1. **Certifications:** Ensure that products and materials requiring certification of compliance with required standards and tests have proper certifications submitted. Retain copies for record.
 2. **Test Reports:** Associate A/E shall review and approve testing laboratory results. The Associate A/E shall approve the procedures for and observe the initial iterations of all field tests for such areas as air balancing, elevator load tests, etc. Ensure that where required manufacturer's representatives are present to approve any installations or tests required for provisions of warranties.
- F. **Project Closeout:**
1. **FFE Coordination:** Coordination of Government furnished furniture, fixtures, and equipment shall be provided in accordance with the Professional Services Contract. The AOC will furnish required listings of required items and of agency representatives appropriate to the items covered. **G**
 2. **Punch Lists:** The Associate A/E, together with the Construction Manager, shall prepare a list of items, which the Associate A/E and the Construction Manager have observed as requiring remedial work or replacement. The Associate A/E shall review and recommend appropriate action to the Construction Manager and the AOC on the list of items to be completed or corrected, and shall recommend to the AOC Final Acceptance when all requirements of the Contract Documents are complete. **G**

3. **Operational Training:** The Associate A/E shall ensure that training of Government employees has been conducted and maintenance schedules and methods are clearly presented for implementation by the Government. Maintenance schedules and methods shall be addressed specifically to the equipment as employed in the project. **G**
4. **Record Submittals:** The Associate A/E shall review, for completion of submittal requirements only, the Contractor's submission of record drawings and operating and maintenance instructions, and all manuals, brochures, and drawings furnished by the Contractor relating to the operation and maintenance of the Project. **G**

4cm.11 **CONSULTANT PROJECT CLOSEOUT**

- A. **General:** As part of final project closeout collect, organize, and transmit to the AOC any revisions to specifications, construction modifications, *Requests for Interpretation*; etc. that have not been previously delivered to the AOC.
- B. **As-Built Documentation:** If the Professional Services Contract or Task Order requires Associate A/E preparation of "as-built" CAD files incorporating all field revisions and construction modifications update the appropriate construction drawings and forward electronic copies to the AOC. If the Professional Services Contract or Task Order requires review and approval of "as-built" CAD data prepared by others, complete that review and transmit findings to the AOC.
- C. **Final Payment to Associate A/E:** Following delivery and AOC approval of Consultant Closeout documentation, prepare and submit request for final payment.

END OF PART 4cm

PART 5 - THE DRAWINGS

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PART 5 - THE DRAWINGS

5.1 INTRODUCTION

- A. **General:** This chapter describes required documents within Small, Medium, and Large Projects. Use the information in this chapter to prepare the individual documents for the given project.
- B. **Document Security:** Unless otherwise directed, in writing, all AOC drawings and electronic copies thereof shall be considered at a minimum to be *sensitive but unclassified* (SBU).

1. **Drawing Sheets:** The following shall be imprinted on *each* page of the information:

**PROPERTY OF THE UNITED STATES GOVERNMENT
FOR OFFICIAL USE ONLY
Do not remove this notice
Properly destroy documents when no longer needed**

2. **Document Cover Pages:** The following paragraph will be included on the cover page of the information (such as the cover page on a set of construction drawings and on the cover page of the specifications) and on the label of magnetic media:

**PROPERTY OF THE UNITED STATES GOVERNMENT
COPYING, DISSEMINATION, OR DISTRIBUTION OF THESE DRAWINGS, PLANS
OR SPECIFICATIONS TO UNAUTHORIZED USERS IS PROHIBITED
Do not remove this notice
Properly destroy documents when no longer needed**

3. **Text Size:** The previous two statements shall be prominently labeled in bold type in a size appropriate for the document. On a set of construction drawings, for example, the statements should be in a minimum of 14 point bold type.
- C. **Metric Dimensioning:** Drawings and specifications for modifications and renovations of spaces and areas within existing buildings shall be prepared using convention Imperial dimensioning. Prepare drawings and specifications for *new* buildings in accordance with the following standards:
1. **ASTM E 380:** Standard for Metric Practice.
 2. **ASTM E 612:** Standard Practice for the Use of Metric (SI) Units in Building Design and Construction.
 3. **“Soft Metric:”** Designs shall be conceived and documented in “soft” metric. That is, standard products shall be used for design and construction with their inch-pound measurements converted to metric equivalents. Notation and dimensioning shall be “hybrid” with both the traditional English and hard metric values indicated on drawings and in specifications. For new buildings, notation and dimensioning shall be metric with

the equivalent English units shown in parenthesis. For projects involving existing buildings and facilities constructed using English units, the Metric units shall be shown in parenthesis.

5.2 SHEET NUMBERS

- A. **Drawing Set Organization:** Organize drawing sets and utilize system formats specified in the *Uniform Drawing System* (UDS) as published by the Construction Specifications Institute. The *UDS* is used for the sheet number and computer file suffix portion of the file name. The number generated by the *UDS* below should be entered into the title block drawing number box. Complete copies of the standard may be obtained from CSI. Build a sheet name based on the following:

1. **Discipline Designation:** At the highest level denotes the major design discipline used for the file, this. Each major discipline is further sub-divided as required. For *most* work the AOC only uses this level discipline designations indicated by a single character.

G	General	F	Fire Protection
H	Hazardous Materials	P	Plumbing
C	Civil	M	Mechanical
L	Landscape	E	Electrical
S	Structural	T	Telecommunications
A	Architectural	R	Resource
I	Interiors	X	Other Disciplines
Q	Equipment	Z	Contractor/Shop Drawings/ As-Builts

- a. **Note:** Use the letter “D” for the second character for demolition drawings.

2. **Sheet Type Designation:** A single numerical character is used to designate sheet type. All sheet types may be used by discipline designators. The sequence listing is used for binding order and set assembly:

Number	Description
0	General - Symbols legend, notes, etc.
1	Plans - Horizontal
2	Elevations - Vertical views
3	Sections - Section views
4	Large Scale Views - Plans, elevations (interior), or sections that are <i>not</i> details.
5	Detail
6	Schedules and Diagrams
7	User Defined
8	User Defined
9	3D Representations - Isometrics, perspectives, photographs.

3. **Sheet Sequence Number:** The sequence number simply identifies the sheet's location in the discipline series. The following examples demonstrate what should be entered into the sheet number box in the title blocks:

G001	Cover Sheet.
A301	Architectural Sections - Sheet 1.
AD101	Architectural Demolition Plan - Sheet 1.
E103	Electrical Plans - Sheet 3 in plan series.
M602	Mechanical Schedules - Second sheet of schedules.

4. **CAD File Numbers:** The UDS number coupled with the AOC Project number and a linking underbar (_) produces the *MicroStation* File name. This number should be entered into the title block box that is identified as *CAD File Number*. For example:

990012_A301.dgn	Project Number 990012, Architectural Sections - Sheet 1.
990234_E103.dgn	Project Number 990234, Electrical Plans - Sheet 3 in plan series.
990034_M602.dgn	Project Number 990034, Mechanical Schedules - Second sheet of schedules.

5.3 TITLE PAGES, COVER SHEETS AND INSTRUCTIONS

- A. **Standard AOC Title Sheets (Drawings):** The AOC will issue standard CAD template files for use on each Project. Title sheets include the following information:
1. **Project Title:** The official title of the Project..
 2. **Project Number:** The AOC Project Number (not the Associate A/E's number).
 3. **The AOC:** The name and title of the Architect of the Capitol.
 4. **The Associate A/E:** The Associate A/E's name and those of all supporting design disciplines.
 5. **The Date:** The final Bid date as provided by the AOC.
 6. **Reference Symbolology:** As appropriate, input fields for the Index of Drawings, Vicinity Maps, Reference symbolology, etc. The AOC will make CAD symbols available for each of the preceding.
 7. **Code Data:** Code updated through (date), Use Group covered, Type of Classification.
 8. **Signature Block:** Provide a space for the Architect's signature.
 9. **Phase:** For all but the final submissions, provide notation of the design phase.
- B. **Standard Construction Drawings:** The AOC will issue standard title blocks, in CAD format, for each of the standard industry sheet sizes. Separate title blocks are available for detail sheets to accommodate Uniform Drawing System grid layouts. Title blocks differ slightly for each design discipline to allow for layer registration on final plots. For Large projects, sheet sizes of 30" x 42" and 36" x 48" will be accepted. For Small and Medium Projects, 22" x 34" sheets are preferred (for 11"x17" plotting). Obtain approval of the Architect before using other sizes.

- C. **Schedules and Tables:** The AOC will issue approved Schedule formats, designed to accommodate FAR restrictions relating to use of brand names and manufacturer's model numbers. Associate A/Es may utilize computer-driven schedule systems provided that they comply with the formats presented by the AOC. In the absence of AOC formats, comply with UDS formats.

5.4 GRAPHIC CONVENTIONS

- A. **Graphic Standards:** Comply with drafting conventions and drafting symbology specified in *Architectural Graphic Standards*, Ninth Edition, published by the American Institute of Architects and John Wiley & Sons, Inc. Use normal industry drafting conventions regarding line weights, styles, etc. Except where dimensions are noted, include graphic scales for all drawings.
- B. **UDS System Graphics:** The use of "system graphics" is encouraged. Utilize UDS specifications for system graphic drawing grid spacing.
- C. **CAD requirements:** See Part 7, Computer Aided Design Requirements.

5.5 REQUIREMENTS BY DISCIPLINE

- A. **General:** Use title blocks furnished by the AOC. [Unless otherwise noted, requirements in this article apply to all elements or components within a drawing.](#) Comply with the following for all construction drawings:
 - 1. **Minimum scales:**
 - a. Civil/Site Plans: 1" = 30."
 - b. Floor, Roof, and Foundation Plans: 1/8" = 1'- 0" or (1:100).
 - c. Wall sections: Either 1/2" or 3/4"= 1'- 0" (1:20 or 1:30).
 - d. Details: 1-1/2" or 3"= 1'- 0" (1:5 or 1:10).
 - e. Temperature Control: 1/16" = 1'- 0" or (1:200).
 - f. All sheets shall contain graphic scales for each scale used.
 - 2. **Other drawing conventions:**
 - a. Use match lines to identify portions of buildings or site shown on separate sheets
 - b. Show column lines and numbers on all floor plans. Show room names and numbers on architectural floor plans. Assign room names and numbers to all spaces including corridors and mechanical rooms.
 - c. Indicate the finished floor elevation for each floor area on all disciplines.
 - d. All details shall be specific to the project. Do not use commercial details based on and labeled with brand names.
 - e. Clearly identify work that is by others and not part of the contract.

3. **Remodeling/Renovation Projects:** Provide two drawings for each floor plan. One drawing shall show existing construction and demolition. The other drawing shall show new construction and existing construction to remain. This requirement applies for all submittals and all divisions of work. Use existing room numbers on demolition drawings.

B. Civil/Site Drawings:

1. **Index Contours:** Every fifth contour line shall be shown as an index contour.
2. **New Work:** Show all new topography, new spot elevations, new and existing structures scheduled to remain, roadways, walks, curbs, locations of drains and sewers, other identifiable features and furnishings to be provided, and areas of planting and landscaping.
3. **Sections:** Provide cross sections for all new roadways and sewers. Indicate invert elevations of all sewers, catch basins, and manholes.
4. **Drainage:** Indicate drainage patterns and positive flow to sewers and catch basins.
5. **Utilities:** Indicate site utilities including gas, sanitary sewer, domestic water, and fire protection water. Indicate overhead and buried electrical, communication, and fire alarm services.
6. **Soil Boring Logs:** Soil boring logs indicating soil conditions shall be included on drawings, with references to the title, date and author of the soils report. Indicate soil boring locations on appropriate plans to show relationships to existing and finish grades. Draw logs to appropriate engineering scales to indicate depth of boring log below ground.

C. Architectural Drawings:

1. **Floor Plans:** Provide a plan of each floor and roof, including walls, doors, partitions, columns, equipment, etc. Indicate walls and partitions, doors, windows, built-in equipment, breaks in slabs, material indications, complete dimensioning, stairs and vertical penetrations, reference symbols, overhead obstructions, and other standard industry conventions. Indicate high and low points on roof plans and show exact slopes.
 - a. **Room Perimeters:** It is mandatory that all rooms and spaces have their perimeters traced with closed shapes to the face of walls in conformance with Part 7, Computer-Aided Design Requirements. (Trace perimeters on Level 5, turn level off for final CD plotting).
2. **Elevations:** Provide elevations of each facade, clearly indicating materials, penetrations, and other fenestration.
3. **Sections:** Provide longitudinal and transverse sections through the entire building.
4. **Schedules:** Provide schedules of finishes, doors, windows, and accessories. Utilize generic naming conventions and AOC formats within schedules.
5. **Details:** Provide large scale wall sections and details of connections and interfaces as required to clearly delineate construction requirements.
6. **Special Areas:** Provide enlarged scale plans of all specialty areas, including but not limited to kitchens, toilet and restrooms, laboratories, etc.
7. **Work By Others:** Identify equipment to be provided by others but installed under this contract.

D. Structural Drawings:

1. **Plans:** Provide dedicated structural plans for each floor, roof, and foundation level of the building, drawn at the same scale as the architectural floor plans, mounted coincidentally to the same global coordinate.
 - a. Indicate overall dimensions, center lines of columns, locations and labels of members, openings, sleeves, and offsets.
 - b. Locate columns on grid lines.
 - c. Indicate elevations for the tops of beams and slabs.
 - d. Indicate elevations for the tops and bottoms of columns, and for the bottom of footings.
2. **Notes:** Provide the following within the General Notes on the plans:
 - a. Design live, winds, and seismic loads.
 - b. Detailed breakdown of dead loads.
 - c. Net allowable soil bearing capacity.
3. **Expansion Joints:** Indicate locations of expansion/control joints on plans and elevations.
4. **Connections:** Provide complete connection details for structural steel framing connections, and complete bar diagrams and schedules for reinforced concrete components.
5. **Schedules:** Provide schedules for footings, columns, beams, girders, slabs and lintels, etc., using generic naming conventions and AOC formats within schedules.

E. Mechanical Drawings: Mechanical drawings include HVAC, Plumbing and Temperature Control drawings.

1. **Plans:** Provide ductwork plans for each floor, indicating ductwork over 12" to scale with double lines. (Do not shade or fill areas between edges of ductwork).
 - a. Indicate devices such as balancing dampers, turning vanes, extractors, splitters, access doors, etc. on the appropriate plans and details.
 - b. Indicate duct linings and insulation.
 - c. Indicate maintenance clearance areas for tube pulls, filter replacement, coil pulls, etc. for equipment that requires such maintenance. Coordinate room door size dimensions with architectural drawings to permit transit of required maintenance items into installation areas. Show connections to equipment.
 - d. Indicate the location, size, and type of fire dampers and access doors.
2. **Details:** Provide details for major heating and plumbing equipment such as pumps, coils, boilers, chillers, water heaters, and air handling units, showing associated valves, gauges, thermostats, unions, drains, etc.
3. **Piping Plans:** Provide piping plans for each floor, indicating piping over 12" to scale with double lines.

- a. Provide waste and vent, hot and cold water riser diagrams and isometrics for fixture groups containing four or more fixtures. Number fixture groups. Show air chambers on isometrics. Schedule plumbing fixtures generically. Indicate valves, cocks, unions, strainers, gauges, drains, etc. on plans or in typical details.
 - b. Indicate underground plumbing on foundation drawings.
4. **Schedules:** Provide schedules for equipment, including, but not limited to, air handling units, fans, coils, diffusers, registers, grilles, pumps, chillers, cooling towers, boilers, unit heaters, convectors, etc., using generic naming conventions and AOC formats within schedules.
5. **Roof Plans:** Provide roof plans showing all roof mounted equipment where such equipment is used.

F. Electrical Drawings:

1. **Single-Line Diagrams:** Provide a single line diagram of power distribution, including emergency power distribution and ground fault protection. Show riser diagrams.
2. **Distribution Drawings:** Provide electrical distribution drawings at the same scale as the architectural floor plans, mounted coincidentally to the same global coordinate.
 - a. Define switching methods employed.
 - b. Define equipment, metering, and service entry to be provided by the utility company, and delineate AOC interfaces to same.
3. **Lighting Drawings:** Provide electrical lighting drawings at the same scale as the architectural floor plans, mounted coincidentally to the same global coordinate.
 - a. Indicate lighting fixtures drawn to scale.
 - b. Indicate lighting panels drawn to scale in plan drawings.
4. **Schedules:** Provide schedules for all equipment, including, but not limited to, panelboards, switchboards, motor control centers, etc., using generic naming conventions and AOC formats within schedules. Provide a minimum of 10% spare poles.
5. **Grounding:** Clearly define equipment grounding system, indicating any special requirements for interference shielding, isolation systems, and filters, as required.
6. **Lightning Protection:** Provide lightning protection plans and details sufficient to obtain testing laboratory Master Label.
7. **Work By Others:** Identify equipment to be provided by others but installed under this contract.
8. **Other Data:** Completely circuit Telephone systems, Sound and PA systems, CATV systems and Legislative clock systems on the plans or on riser diagrams:

G. Fire Safety:

1. Provide sprinkler plans with piping indicated and sized. Show locations of heads.
2. Show fire extinguisher cabinets on architectural drawings.
3. Provide large scale plans and details of specialty areas such as restrooms, kitchen areas, computer spaces, etc.
4. Indicate fire alarm and detection systems.

5.6 DELIVERABLES

- A. Materials:** Schematic sketches and drawings may be prepared on either vellum or polyester, with presentation to the Architect on either blue-line or xerographic paper. Design development drawings shall be prepared on polyester, with similar means of presentation to the Architect. Construction documents shall be prepared (plotted) on polyester material (4-mil minimum thickness) and final construction (100% backcheck) base-lined electronic representations (i.e., CAD files) forwarded on approved media. It is not necessary to transmit 50% or 100% construction document review sets on electronic media.
1. **Plots:** Half size plots - drop line weights or plot with reduced thickness weights by changing the plotter driver or using a pen table. Do not plot half-size plots with standard pen weights. Plans with unintelligible text will be returned for correction.

END OF PART 5

PART 6 - THE PROJECT MANUAL

-
- 6.1 INTRODUCTION**
 - 6.2 PREPARATION OF SOLICITATION DOCUMENTS**
 - 6.3 FEDERAL LIMITATIONS**
 - 6.4 GENERAL FORMAT**
 - 6.5 SPECIFICATION LANGUAGE**
 - 6.6 DELIVERABLES**

PART 6 - CONSTRUCTION DOCUMENTS - THE PROJECT MANUAL

6.1 INTRODUCTION

- A. **General:** Project Manuals prepared for the Office of the Architect of the Capitol are required to be formulated in accordance with recommendations and formats established by the Construction Specifications Institute (CSI) and delineated in CSI's "*Masterformat*®," Current Edition. The *A/E Design Manual* is prefaced on compliance with the above requirement and as a result of review comments provided by the AOC to consultants over the past 10 years.
- B. **AOC Use of *MasterSpec*®:** The AOC uses the American Institute of Architects's (AIA) *MasterSpec*® system for internally prepared specifications. Unedited *MasterSpec*® sections are not available from the AOC, in either printed or computer media due to licensing agreements. Edit project specifications to conform to *AOC Design Standards*.
- C. **Buy America Act:** The AOC is bound to strict compliance with the Buy America Act (41 U.S.C. 10a).
- D. **Proprietary Items:** Develop listings of required proprietary items early in the design process and submit listings for AOC approval. Do not base critical design solutions on the use of proprietary items without previous AOC approval. Listings of items for which the AOC requires matching to existing construction will be provided to the Associate A/E by the Project Manager. "Sole source" products shall require submission and approval of AOC "*Justification for Sole Source Products*" (See Appendix 6b) and available in electronic format as *Sole Source - Products.wpd*.

6.2 PREPARATION OF SOLICITATION DOCUMENTS

- A. **The Project Manual:** The AOC differs from commercial practice in that it divides the Project Manual into two volumes, Business and Technical, to conform the solicitation more closely to Federal Acquisition Regulation (FAR). While the document configuration differs somewhat from commercial practice, basic solicitation and contract data is still included. The AOC will make available a "SpecChecklist" to assist with preparation of Volume 1 and Division 1.
- B. **Volume I - Business:** The Business Volume of the Project Manual will be prepared by the AOC Procurement Division. Samples will be forwarded by the Project Manager. Certain sections will require lists or other input from the Project Manager or Associate A/E as detailed below.
 - 1. **Table of Contents:** Prepared by the AOC from a listing of sections forwarded by the Project Manager or Associate A/E in computer formats.
 - 2. **Solicitation, Offer, & Award Form:** The invitation to bid, contractor's bid or offer, and the notice of award are included in this form.

3. ***The Schedule:*** The contractor's bid or offer is scheduled on this form. The Associate A/E shall prepare a draft description of the Base Bid and all approved Options.
 4. ***General Conditions:*** This document provides the basic legal conditions of the contract.
 5. ***Supplementary Conditions:*** This document requires input from the Project Manager or the Associate A/E. Contract time, special security provisions, and other modifications of the General Conditions are included here. The Associate A/E shall provide an estimate of Contract Time to the Project Manager.
 6. ***Representations & Certifications:*** This document includes Federal certifications of independent price determination and requirements for taxpayer identifications.
- C. **Volume 2 - Technical:** The Technical Volume of the Project Manual shall be jointly prepared by the Project Manager (or the Associate A/E) and the Technical Support Division as specified below:
1. ***List of Drawings:*** The Project Manager or the Associate A/E shall submit a listing of contract drawings, with sheet numbers and titles for each drawing, in computer format to the AOC for inclusion in the final solicitation package.
 2. ***Division One - General Requirements:*** The AOC Technical Support Division will forward the AOC Guide Specification(s) for Division 1, GENERAL REQUIREMENTS, to the Associate A/E. The Associate A/E shall edit Division One, with the input of the Project Manager, and the Superintendent's Project Coordinator.
 3. ***Divisions Two - Sixteen - Technical Sections:*** See below for requirements for preparation of these sections.
 4. ***Submittals List:*** The Associate A/E shall prepare a listing of all submittals required under the contract and submit in either *Microsoft Excel* or *Word Perfect* "table" formats. Provide column headings for section number, section title, description of required submittal, and an indication of who must review the submittal (i.e., A/E, AOC Project Manager, AOC Task Leader, or Other).
 5. ***Requests for Proposals:*** The Associate A/E shall develop a draft listing of Contractor selection criteria and forward it to the Project Manager.

6.3 FEDERAL LIMITATIONS

- A. **General:** The following text is drawn (and adapted somewhat) from the General Services Administration Guide Specifications system, *MASTERSPEC GSA Edition*:
1. ***FAR:*** Part 10 of the Federal Acquisition Regulations (FAR) address specifications and make it mandatory that they be non-proprietary and open. The basic reason for this is fairness; to ensure open competition and to prevent abuse, both within Government and by those under contract to the Government. While Architect/Engineers under contract to AOC have a great deal of latitude in the types of products they can specify, they do not have as much latitude in the methods they can use in specifying them as they would in the private sector. For this reason, the private sector master text often must be modified. Although some consultant A/E's would prefer to use their own proprietary specification methods to reduce their own workload, the costs to the AOC in litigation, protests,

construction delays, and external pressure from manufacturers far outweigh any perceived savings in design time.

2. **Prohibitions:** Do not contact vendors for pricing or preparation of cost estimates, or to generate specification sections. Such contact compromises the open bidding restrictions and may preclude that vendor from bidding on the resulting project.
- B. **Use of Brand Names:** Brand name specifications should be avoided in project specifications. However, the FAR recognizes that there will be instances where "brand name or equal" is *the only feasible way of specifying a product*. However, in order for the Contracting Officer to interpret product quality during construction phase product approval cycles, the regulations require that specifications set forth the *salient physical and functional characteristics* essential to Government needs. The "Brand Name or Equal" provision contained in the AOC guide Supplementary Conditions document will clarify the use of brand names. "Any A/E who thinks that specifying a product by trade name without the "or approved equal" will ensure that the Contractor will furnish that product is probably mistaken." Examples include the following:
1. **Historic Materials:** An acceptable use of brand names occurs in historic preservation work, where it may be necessary to specify a difficult to find material. In such case, it is permissible to specify a known source by stating the suppliers name, address, and trade name of the product while stating the product's required salient characteristics.
 2. **No consensus standards:** Multiple brand names may also be used for areas in which industry or federal standards are not available or are not readily accessible to bidders. In particular, painting sections may include a listing of *specific brand and series/line* descriptions similar to the following to establish a paint grades:
 - "1. Gypsum Drywall Primer: White interior latex-based primer.
 - a. Devoe: 50801 Wonder-Tones Latex Primer and Sealer.
 - b. Fuller: Pro-Tech Interior Latex Wall Primer and Sealer.
 - c. Glidden: 5019 PVA Primer.
 - d. Moore: Moore's Latex Quick-Dry Prime Seal #201.
 - e. PPG: 6-2 Quick-Dry Latex Primer Sealer.
 - f. P & L: Latex Wall Primer Z30001.
 - g. S-W: Pro-Mar 200 Latex Wall Primer B28W200.
 - h. Approved equals."
- The listing is extensive enough to establish suitable grades and allows most vendors to provide their equivalent lines for approval. To list the particular formulas of each brand would be both verbose and, if ranges were included to allow all vendors, could change the end results of the paint formulas. Note, however, that in each case a particular series or line is included. *Simple listings of approved manufacturers, as is allowed in industry specifications, will not be accepted.*
3. **Other Uses:** Use of brand names is also accepted for specific natural stone designations, i.e., stone name and quarry, and for areas where end function within a class may be hard to describe, such as toilet accessory functions. A provision that stated "The catalog numbers of XXXXX Co. are included to establish functional characteristics of the

specified toilet accessories. Products of other manufacturers will be accepted provided they conform to the material properties of this section and comply with the functional characteristics of the listed models."

4. **MasterSpec Listings:** The listing of "Approved Manufacturers" contained in the standard MasterSpec system is *not acceptable*. Any other uses of brand names in AOC specifications should be referred to the Technical Support Division prior to inclusion in any project specifications. Please note:

The AOC reserves the right to delete non-conforming provisions from any specification prior to bidding!

- C. **Qualification Statements:** Exercise caution in the specification of minimum contractor or installer qualification provisions. Phrases such as "5 years minimum experience installing ..." are **not** acceptable for AOC specifications. Qualification provisions based on length of time experience cannot be defended in court and are not permitted under FAR. If a section requires more than ordinary skill in installation or construction, then use of the "Specialist Clause" (included below) should be considered. For example:

"Installer Qualifications: A contractor who qualifies as a "Specialist" under the provisions of Division 1, GENERAL REQUIREMENTS."

It is acceptable to require that Work in any specific system for which a warranty is required, be performed by an "authorized" or "certified" installer or contractor with whom the manufacturer has agreed to provide warranty coverage. It is also acceptable to require that all work of a section be performed by a single entity if project conformity would be adversely affected otherwise:

"Fabricator Qualifications: All work of this section shall be fabricated by a single firm."

Application of these provisions requires a degree of professional judgement. If desired, the AOC Project Manager will be pleased to clarify any particular provisions on a case-by-case basis. For highly specialized work, the AOC will work with the specifier to include special qualification language in the Division "0" bidding requirements to limit contractors to the necessary specialists.

- D. **Testing Laboratories:** The Government cannot require that products be listed or labeled by particular testing organizations, such as Underwriter's Laboratories. However, the specifier may require that a product be tested in conformance with a published UL test and require that a product be tested and labeled by a nationally recognized independent testing and labeling organization.
- E. **Contract Time:** Contract Time under AOC construction contracts runs from "Award of Contract" until "Final Acceptance." The AOC recognizes the industry concept of "substantial completion" prior to Final Acceptance, and defines it as follows:

“Substantial Completion is defined as that state when the Contractor has complied with the Contract requirements, except for minor deviations and the project is sufficiently complete, in compliance with applicable life safety codes, and capable of being occupied and used by the Government for the intended purpose.”

6.4 GENERAL FORMAT

- A. **General:** All specifications contained within the Project Manual shall be drafted in conformance with *CSI's Manual of Practice*.
1. **Section Numbers:** Use of MasterFormat 5-digit numbers is required.
 2. **Section format** of all AOC specifications conforms to the CSI 3-part section format developed by CSI. Within individual sections each part is identified by a title ("General", "Product", and "Execution"). AOC specification sections are totally ordinated and paragraphs numbered (alpha/numeric format).
 3. **Heading line:** Provide a header line on each page, identifying section number and title.
 4. **Project Number:** Provide the AOC Project Number and the section/page number on each page in a footer line.
 5. **Formatting** of Part titles, Article titles, Paragraphs, and Subparagraphs, should follow standard industry practice (3.2, A, 1, etc.). On a separate line following the last line of text, provide the words "END OF SECTION," followed by the section number.
 6. **The standard text font** for the agency-produced specifications is 11 Point Windows New Times Roman or Times Roman. **Consultant typeface and pitch are optional**, but, an effort should be made to utilize a space-conserving yet readable font.
 7. **Standard AOC Cover Sheets:** The AOC will provide the Cover Sheet for the Project Manual.

6.5 SPECIFICATION LANGUAGE

- A. **Special Definitions:** The following definitions are taken directly from "DEFINITIONS AND STANDARDS", Section 01421:
1. **Indicated:** The term "indicated" is a cross-reference to graphic representations, notes, or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown", "noted", "scheduled", and "specified" are used in lieu of "indicated", it is for the purpose of helping the reader locate cross-reference, and no limitations of location is intended except as specifically noted.
 2. **Directed, Requested, etc.:** Where not otherwise explained, terms such as "directed", "requested", "authorized", "selected", "approved", "required", "accepted", and "permitted" mean "directed by the Architect", "requested by the Architect", and similar phrases. However, no such implied meaning will be interpreted to extend the Architect's responsibility into the Contractor's area of construction supervision.
 3. **Furnish:** Except as otherwise defined in greater detail, the term "furnish" is used to mean supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.

4. **Install:** Except as otherwise defined in greater detail, the term "install" is used to describe operations at project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
 5. **Provide:** Except as otherwise defined in greater detail, the term "provide" means furnish and install, complete and ready for intended use, as applicable in each instance.
 6. **Specialist:** The term "specialist" is defined as an individual or firm of established reputation (or, if newly organized, whose personnel have previously established a reputation in the same field), which is regularly engaged in, and which maintains a regular force of workmen skilled in either (as applicable) manufacturing or fabricating items required by the contract, installing items required by the contract, or otherwise performing work required by the contract. Where the contract specification requires installation by a specialist, that term shall also be deemed to mean either the manufacturer of the item, an individual or firm licensed by the manufacturer, or an individual or firm who will perform the work under the manufacturer's direct supervision.
 7. **Owner:** In AOC specifications use the word "Government" whenever the concept of "owner" is required.
 8. **Architect:** The design professional should be referred to as the "Architect" (meaning the Architect of the Capitol), as opposed to other terms.
- B. **Spelling and punctuation** conform as closely as possible to current standards of usage, but, if conflicts occur between spelling of words in the dictionary versus industry practices, the latter takes precedence.
1. **Minimums and maximums** are defined in text only where the possibility of confusion exists. Otherwise criteria for minimum qualities and quantities are established in Division-1 sections.
 2. **Numerals** are used rather than words for numbers, as are commonly accepted symbols contained on typewriter keyboards for such things as feet ('), inches ("), percent (%), degrees (°) or (deg.), plus (+), and minus (-).
 3. **Measurement units** for the most work in existing facilities conform to U.S. Customary System, but Metric units shall be included where currently appropriate, particularly for temperature requirements. For new, free-standing facilities utilize Metric units.
 4. **Abbreviations** included in the text of specification sections are an important language element and deserve to be fully understood by users.
 5. **Standards and trade association** names are abbreviated in a manner already established in the industry; see Division-1 section, "Definitions and Standards."

6.6 DELIVERABLES

- A. **Printed Copy:** Provide final draft in camera-ready copy printed on "laser" quality paper. Do not bind the master. Do not use standard typing bond for production of the camera-ready master. The AOC will produce the copies required for distribution to bidders. The Consultant will be provided with 3 copies of the Project Manual and 2 copies for each consultant to the prime.

- B. **Software Format:** The AOC *prefers* final documents in *Word Perfect* 6.1 or later format. Do not provide translations to *Word Perfect* from *MS WORD* documents. If original editing was not performed in *Word Perfect*, submit final deliverables in ASCII DOS text format. The AOC will not make any minor text “cleanups” on documents formatted in other than *Word Perfect*. Documents may be produced in any system the consultant chooses provided the final deliverable is translated into the above format.
- **Drawing List:** Provide full list of drawings, in electronic format.
 - **Media:** Transmit final files on 3-1/2" floppy disks, I-Omega “ZIP” disks, or CD-ROM.
 - **Electronic File Naming:** Please name specification file names by appending the section number to the AOC project number. For example, for AOC project number 970024, Unit Masonry, the file name would be: 970024_04200.wpd or 970024_04200.spec.

END OF PART 6

PART 7 - COMPUTER-AIDED DESIGN REQUIREMENTS

-
- 7.1 INTRODUCTION**
 - 7.2 AOC PROVIDED INFORMATION**
 - 7.3 DRAWING NAMING - CONSTRUCTION PROJECTS**
 - 7.4 DRAFTING CONVENTIONS**
 - 7.5 DELIVERABLES**

PART 7 - COMPUTER-AIDED DESIGN REQUIREMENTS

7.1 INTRODUCTION

- A. **Use of MicroStation®:** The Architect of the Capitol utilizes *MicroStation®* software, Version 8, by Bentley Systems, Inc. This section specifies standards to be utilized for computer aided design (CAD) deliverables submitted to the AOC for standard graphic files that do not include database linkages or use of Bentley System's *Tri-Forma®* Application Environments. CAD input is required for architectural, mechanical, and electrical plans, elevations, sections, details, and schedule sheets.
1. **Large Projects:** Unless otherwise defined in the Consultant's contract, design work and deliverables shall be accomplished using *MicroStation*-based software. *On select projects, identified by the AOC, the use of TriForma Architectural, Mechanical, and Structural applications will be required.*
 2. **IDQ Contracts (Small & Medium Projects):** Indefinite Quantity consulting contracts that extend over long time periods shall have work performed using *MicroStation* software and AOC drafting standards and symbology.
 3. **Limited Scope Projects:** If specifically authorized in the Consultant's contract, projects of limited scope or of single discipline that do not involve coordination between design disciplines may be inputted using either *MicroStation* or *AutoCad*. Translation and scale conversion from other systems are the responsibility of the Consultant.
- B. **Contact the Technical Support Division:** At commencement of the project, contact the Technical Support Division to obtain copies of AOC workspaces, menus, cell libraries, etc.

7.2 AOC PROVIDED INFORMATION

- A. **Existing Plans:** The AOC will make available to the Project Manager and Associate A/E CAD drawings of all areas and disciplines as they are available within the agency's master electronic database. Consult with the Project Manager for availability of documents prior to commencing design. While master plans are believed to be current, the designer is responsible for verifying all existing conditions prior to utilizing such masters and the AOC will not be held responsible for omissions or dimensional errors contained therein. All CAD data will be transmitted in *MicroStation* .DGN formats only.
- B. **CAD Data:** The AOC will provide the consultant with the following electronic data in *MicroStation* .DGN format.
1. **Title Blocks:** Cells and user commands to *properly* place title blocks will be provided for each discipline for 22x34, 24x36, 30x42, and 36x48 sheet sizes. (For projects in which use of other formats is permitted, title block files will be provided with pre-placed title-

blocks). [Separate title sheet cells will be provided to support required signature procedures.](#)

2. **Work Spaces:** The AOC will provide a copy of the standard font library, sidebar menus and cell palettes to ease input in conformance with AOC required level/layer schemas, standard architectural/engineering symbology based on *Architectural Graphics Standards*, and a copy of AOCDEFLT.TBL, the agency's default color table.
- C. **Workspaces:** Use of third-party commercial CAD discipline-specific software is at the consultant's discretion provided the enclosed layering standards are met [and no application-specific elements remain in the file that require use of the application to operate or that could impair standard *MicroStation* usage](#), and final translations provide for verified file integrity. The AOC will make available agency workspaces to supplement standard *MicroStation* usage for the following:
1. **Architecture:** Architectural files may use native *MicroStation* with AOC Architectural Workspaces or Bentley Systems' *TriForma* file formats.
 2. **Mechanical:** Mechanical engineering files shall utilize Bentley Systems' *TriForma for Mechanical* Systems with AOC level and symbology defaults.
 3. **Electrical:** Electrical engineering files shall utilize AOC Electrical Workspaces with AOC level and symbology defaults.
 4. **Structural:** Structural engineering files shall use Bentley Systems' *TriForma Structural* with AOC level and symbology defaults.
 5. **Plumbing:** Plumbing engineering files shall use AOC Plumbing Workspaces with AOC level and symbology defaults.
 6. **Telecommunications:** Telecommunication files shall use AOC Telecommunication Workspaces with AOC level and symbology defaults.
 7. **Fire Protection:** Fire Protection files shall use AOC Fire Protection Workspaces with AOC level and symbology defaults.

7.3 DRAWING NAMING - CONSTRUCTION PROJECTS

- A. **File Naming:** See Part 6, Construction Documents - The Drawings, for drawing numbering formats.

7.4 DRAFTING CONVENTIONS

- A. **Layer/Level Names:** The use of AOC layering conventions is required for architectural, mechanical, and electrical plans. Unless specified otherwise in the consultant's contract, these levels shall be mandatory. Consult the Technical Support Division for clarification or expansion of listing, if required. Level naming standards are contained in Appendix 7a.
1. **Note:** AOC layer/level names have been derived from the [National CAD Standard](#), Architectural interfaces from Intergraph Corporation, and CAD Level Standards from the CADD/GIS Technology Center, in Vicksburg, Mississippi. [Please contact the Technical Support Division to report any conflicts that may arise between the varying standards.](#)

- B. **Line Work:** Colors, line weights, and styles shall follow standard architectural practice, and AIA "*Architectural Graphics Standards*," [Tenth](#) Edition and Appendix 7a. Please restrict actual scaled information line weights to a maximum of 3 or 4 weights. Use of standard line types is required; do not utilize "custom line styles" without prior approval.
- C. **Symbols:** Symbol names (blocks or cells) shall be limited to 6 digits or less, standard alpha-numeric characters (RAD50), in order to permit bi-directional translations to [MicroStation J systems until V8 transitions are completed](#). Cell status should be maintained in delivered files. Do not drop status (or "explode") prior to delivery.
- D. **Text:** Use standard Font 1 (Working) for labels and notes. Titles and large scale text may use AOC Font 5 (Zapf Humanist) or [Arial TruType](#) fonts. Minimum text height when plotted for full-size plots shall be 1/10" or 1/8". These sizes support AOC microfilming and half-size plotting efforts.
- E. **Annotation:** Drawing annotation shall track either AIA *MasterSpec* "Drawing Coordination Notes" or the recommendations of the CSI. Use of system graphics and standard detail libraries is encouraged (as consistent with consultant's office practice). Use of [CSI Uniform Drawing System](#) (*UDS*) graphic techniques is encouraged.
- F. **Reference Files:** Use of reference files is acceptable; however, it is preferred that path statements are mapped to logical names or directory common to the master file. Consult Technical Support Division prior to finalizing reference file paths on deliverable files.
- G. **Working Units:** 1:12:8000 (MU:SU:PU) for English or English/Metric. When directed for new projects created in "Soft Metric" use Metric settings of 1:1000:80 and English of 1:12:2032.
- H. **Room Boundaries (Shapes):** All rooms and spaces shall have a "closed shape" tracing their areas or boundaries inputted to the face of finish construction on the CAD level/layer specified.
- I. **Dimensioning:** English/Metric for all major dimensions. For work in existing historic buildings, English only dimensioning may be used. For "Soft Metric" use Metric/English.
- J. **AutoCad® Use:** For projects authorized to use *AutoCad* software, it is mandatory that the AutoCad "Recover" or "Audit" routine be run and drawings are converted to .DGN format prior to any transmittal to the AOC. Additionally, to support bi-directional translation needs, the following limitations shall be observed during production of the *AutoCad* files:
 - 1. **Block Names:** Limit block names to 6 (six) standard alpha-numeric characters maximum, no special symbols or typographical characters (i.e., characters supported by RAD50 compression). Do not explode blocks in final drawings.
 - 2. **Fonts:** Limit text to *AutoCad*'s "Romans" or "Architxt" font. Proportioned fonts other than ["Tru-Type" fonts](#) are discouraged.
 - 3. **Xrefs:** Do not bind Xrefs to master drawings.

7.5 DELIVERABLES

- A. **Operating Systems:** The AOC utilizes *MicroSoft Windows NT & XP*. *MicroStation* files may be transmitted from any supported operating system provided normal PC disk drives can read the disks. Application software that loads over *MicroStation* and that runs in operating systems other than *Windows NT* or *XP* should be avoided.
- B. **Transmission Media:** Arrangements should be made with the Technical Support Division early in the project to verify suitability of computer transmission media. Do not use multiple disks to transmit single files. The AOC can accept CAD deliverables in the following media:
 - 1. 3-1/2" 1.44 MB floppy disks, CD-ROM disks, or 100 MB "ZIP" disks.
 - 2. Use electronic file naming conventions specified in Part 5.

DO NOT TRANSMIT DRAWINGS OVER THE INTERNET OR MODEMS WITHOUT PERMISSION!

- C. **Final Deliverables:** CAD files transmitted at project completion shall be free of reference file or XREF attachments that map to other directories. Extraneous construction elements shall be deleted, the file compressed and the view "fitted" (zoom extents). *MicroStation* files shall verify free of errors under the current version of EDG. Verify that file names utilize complete AOC project number prefixes. Delete construction or "non-plot" data within the title block confines from layer *A-ANNO-NPLT* (level 61) and merge all reference file data to that level.
 - 1. **Contract Document Plot Files:** Provide one electronic file of each contract drawing sheet, in Adobe *Acrobat* (.PDF) format, at full size sheet defaults. Produce the file to support full size plotting at plotter resolutions of at least 600 DPI.
 - 2. **Baselines:** Execution of the *Baseline* application on each file is encouraged for the Consultant's protection.
- D. **Hard Copy:** Requirements for traditional reproducible and printed copies of design and construction documents are enumerated in the Consultant's contract.

END OF PART 7

PART 8 - PROJECT ESTIMATING REQUIREMENTS

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- 8.1 INTRODUCTION**
 - 8.2 ESTIMATING STANDARDS**
 - 8.3 ESTIMATING SOFTWARE**
 - 8.4 COST ESTIMATE DEVELOPMENT**
 - 8.5 COST MARKUPS**
 - 8.6 REPORTING FORMATS**
 - 8.7 DELIVERABLES**

PART 8 - PROJECT ESTIMATING REQUIREMENTS

8.1 INTRODUCTION

- A. **General:** Develop a cost estimate model for the project as specified. The estimate shall be clearly and definitively linked with the project scope, for the purpose of project evaluation and funding authorization(s). Total project costs shall be included in all project cost estimates, reflecting the overall delivered cost of the finished project.
 - 1. It is highly recommended that a draft electronic copy of all estimates be forwarded for a cursory review by the Technical Support Division prior to formal submissions.
- B. **Independent Takeoffs:** All estimates submitted for the project must be prepared independent of the design team by an estimating firm outside of and not under the jurisdiction of that design team. The Architect (AOC) shall maintain oversight of the development of the A/E's construction estimates and cost control requirements.
 - 1. **Vendor Contacts:** Do not contact prospective suppliers or vendors to obtain price quotations. Pre-bid contact can compromise fair bid integrity.
- C. **Taxes:** Apply taxes to Material (ONLY) for appropriate location of work. (i.e., D.C. = 5.75%, Maryland = 5%, and Virginia = 4.5%). This tax applies only to General Contractors. Work performed by AOC Construction Branch is not taxed.
- D. **"Buy American Act:"** Adhere to the full extent of Buy America provisions when preparing cost estimates for the AOC. The Buy American Act (41 U.S.C. 10) provides that the Government give preference to domestic construction material. "Components," as used in this paragraph, means those articles, materials, and supplies incorporated directly into construction materials. "Construction materials," as used in this paragraph, means articles, materials, and supplies brought to the construction site for incorporation into the building or work. "Domestic construction material," as used in this paragraph, means (1) an unmanufactured construction material mined or produced in the United States, or (2) a construction material manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as the construction materials determined to be unavailable pursuant to subparagraph 25.202(a)(3) of the Federal Acquisition Regulation (FAR) shall be treated as domestic.
- E. **Fees:** Include cost of all required utility connection or hook-up fees.
- F. **Labor Rates:** Contact the Technical Support Division for current Davis-Bacon wage rates.

8.2 ESTIMATING STANDARDS

- A. **Uniformat II:** All construction cost estimates shall be prepared using the estimate systems categories and levels of detail specified within Uniformat II (ASTM E-1557-96).
- B. **ASTM E-1804-96:** Unless amended by the AOC A/E Design Manual, adhere to the Design Phase definitions and required Uniformat II design phase/level requirements specified within *Standard Practice for Performing and Reporting Cost Analysis During the Design Phase of a Project*, ASTM E-1804-96.

8.3 ESTIMATING SOFTWARE

- A. **Computer Assisted Estimating:** The AOC requires use of computer assisted estimating software for all construction cost estimates prepared for the agency. Because the agency often constructs projects using agency construction personnel, the requirement for utilizing agency approved software and work team definitions is vital to the continued use of the design estimates throughout the construction period. Additionally, the design/construction life cycle use of cost data facilitates feedback loops and cost control verification.
- B. **Medium and Large Projects:** All construction cost estimates for Medium and Large projects will be executed using U.S. Cost's "*Success Cost Management*" estimating software. The estimator shall preserve all settings and linkages supporting Uniformat II to CSI MasterFormat pricing codings so that either report can be run later. Resource loading shall be performed to facilitate scheduling. The Technical Support Division will provide Uniformat II work breakdown structure templates and AOC report formats for private sector Contractor and AOC Construction Branch methods, that can be labor and crew resource loaded.
- C. **Small Projects:** Obtain the approval of the Estimating Group within the Technical Support Division prior to using software other than "*Success*." For construction cost estimates for Small Projects, especially those that involve limited time and material quantities, estimates may be executed using standard MicroSoft "*Excel*" spreadsheets. (See Appendix 8a)

8.4 COST ESTIMATE DEVELOPMENT

- A. **Options:** The Associate A/E will ensure the choice of design options (alternatives) and selections of construction materials and equipment are evaluated from the stand point of life cycle cost effectiveness in conformance with the National Energy Conservation Policy Act. Include a design contingency at each phase commensurate with the refinement of the project design.
- B. **HazMat:** Every cost estimate for every required phase shall include separate line items for hazardous materials mitigation.
- C. **Schematics:** Augment Uniformat II Level 2 estimates with additional detail under electrical, for separate costs for service and distribution, lighting and power, special electrical; and under mechanical for HVAC, plumbing, and fire suppression. For items of work for which resource

- loading is not applicable, provide a methodology to create unit assemblies of cost. These assemblies shall define assumptions made and shall reflect the assumed units of measure and include materials, labor, and equipment in unit breakouts. Records project cost assemblies shall accompany the report and shall be entered into the *Success* system defined in the appropriate project work breakdown structure. (See Appendix 8b)
- D. **Design Development:** Prepare the Design Development estimate using Uniformat II, Level 3 based on design development floor plans, outline specifications for principle materials, finishes, and building systems, and typical unit costs for structural, mechanical, and electrical systems. Provide allowances for materials or systems not yet defined. (See Appendix 8c)
- E. **Construction Documents:** Design phase estimates shall be submitted at 50%, 100% and any required back-check (Post CD) submittals concurrent with project design development. Levels of completion for construction document phase estimates shall conform with Uniformat II Level 4. Project cost control will be maintained to appropriate limits through the development of the project cost estimates. Resource loaded estimates are required for all submissions during this Phase. (See Appendix 8d)
1. **Post Backcheck CDs:** A final post-construction documents, project base estimate, shall be submitted in Uniformat II, conforming to Uniformat II, stage level 4 of completion.
 2. **Required Fields (Back-Up Worksheets):** Units, unit pricing, quantities, material, equipment and labor shall be clearly identified in supporting reports for Construction Documents phase reports. Lump sum pricing shall be held to a minimum. Include equipment costs in material field. Provide the following column fields:

a. Division of Work	f. Labor Cost
b. Quantity/Area	g. Labor Unit Cost
c. Units	h. Hours (Crew Hours)
d. Material Cost	i. Material & Labor Cost
e. Material Unit Cost	j. Material & Labor Unit Cost

8.5 COST MARKUPS & SOFT COSTS

- A. **General:** The AOC will identify the means of construction to be used for the project. Select the pricing method applicable to project delivery method, calculate mark-ups and implementation costs for the private general contractor method in the following sequence for all submission phases:
1. **Markups:**

a. <i>Direct Costs.</i>
Labor burden.
b. <i>Indirect Costs.</i>
Sub-contractor.
General Contractor.
c. <i>Construction Contingency.</i>

- d. **Implementation Costs.**
 Construction Administration.
 AOC Construction Management Fees.
 Government Testing, Inspection & Quality Control.
- e. **Project Design & Project Management**
- f. **Total Project Costs.**

2. **Format:** Format delivered summary reports in conformance with examples shown in the Appendix. For guidance, we recommend the following values by construction methods:

During early project phases develop unit costs from historical information or develop unit cost assemblies for the project at hand. Include basic resource loading with increasing levels of Uniformat II detail as the project advances.	General Contractor Built	CMD Construction Branch Built
DIRECT COSTS:		
Raw Costs: Materials (includes state sales taxes as applicable), equipment, wage rate and fringe (includes Difficulty Factor of 1.2 Minimum applied in Success Estimator Software).	X	X
LABOR BURDEN: Mandatory labor taxes & insurances.		
Off-Hour Costs: Night differential & premium time (define).	Varies	Varies
Labor Taxes & Mandatory Insurances:	X	N.A.
FICA:	N.A.	7.65%
SUB-CONTRACTORS:		
Sub-Contractor Overhead & Profit:	X	N.A.
Field Overhead: The cost for foreman and general foreman. (Calculate on labor costs only)	15%	N.A.
Home Office Overhead:	4%	N.A.
G.C. Profit: Generally enter at percentages of 6%, note any variances from these values and state justification. This amount should include values for General Conditions.	6%	N.A.
Bonds: Enter at 0.5% to 1.5%.	1%	N.A.
GENERAL CONTRACTOR:		
Field Supervision:	N.A.	12%
Field Overhead:	15%	N.A.
Home Office Overhead:	4%	N.A.
Wage Grade Loss of Productivity:	N.A.	2.36%
Profit:	6%	N.A.
Bonds:	1.5%	N.A.

DESIGN CONTINGENCY: Design contingency lowers in value as the project advances and its definition is further refined. As rules of thumb, the AOC uses the following values:		
<i>Schematic:</i> Provide a contingency of between 20% to 25%.	X	X
<i>Design Development:</i> Provide a contingency of between 10% to 15%.	X	X
<i>Construction Documents:</i> Provide a contingency of 10% declining to 0% at final completion of construction documents.	X	X
ESCALATION:		
Tie escalation costs to published inflation values from Engineering News Record Cost Building Index (BCI). Carry costs to mid-point of construction period. Define dates, durations, multipliers, and compounded rate.	X	X
CONSTRUCTION CONTINGENCY:		
<i>Construction Contingency:</i> Provide range of 5% to 10% for new work, 10% to 15% for renovation work, based on construction costs.	X	X
PROJECT IMPLEMENTATION COSTS:		
<i>Construction Administration:</i> Provide range based on construction costs, and extent of services provided.	2.5% or as negotiated	2.5% or as negotiated
<i>AOC Construction Management Fees:</i> Construction management costs vary. Obtain recommendation from Technical Support.	8%	10%
<i>Government Testing, Inspection & Quality Control:</i> Provide at 1% to 2 1/2%, depending on complexity and number of tests required.	X	X
PROJECT DESIGN & PROJECT MANAGEMENT:		
<i>A/E Design Fees (Percentage of ECCC):</i>	10% or as negotiated	10% or as negotiated
<i>AOC Project Management Services:</i>	5% or as negotiated	5% or as negotiated
Program Total: (All Costs)	X	X

8.6 REPORTING FORMATS

- A. **Report Formats:** Comply with reporting formats specified in ASTM E-1804, providing the Cost Estimate report that contains a Title Page, Table of Contents, Task Outline, Project Description, Notes concerning the Estimate, Summaries, and Cost Comparison Summaries of Phases. Cover sheet, project identification, submission level, A/E, estimate firm and submission date are required.
 1. *Narratives:* Submit a project narrative with each phase estimate, describing the proposed scope and assumptions upon which the estimates are based. Project evaluation and

discrepancies will be clearly indicated during the stage estimating process. A scope of work summary shall accompany the final project base cost report. Clearly identify items not included or items furnished by others.

2. **Summary Reports:** Format estimate summaries in conformance with the Report Summaries included in the Appendices.
3. **Worksheets:** Backup worksheet estimates shall be arranged by cost categories with a summary sheet combining all category costs. Backup worksheets must represent all cost sensitive project data and define all major assumptions. Backup estimating data and quantity survey information may be in any format but shall be grouped under appropriate format classification headings.

8.7 DELIVERABLES

- A. **Printed Copies:** Bind data into 8½" x 11" printed report format. All estimate submission levels shall be bound together as a separate package from other estimate submission levels. The A/E shall use tabs to mark each major cost section.
 1. **Uniformat II:** Provide a minimum of 10 (ten) bound copies and one unbound original suitable for reproduction.
 2. **CSI MasterFormat:** Provide a minimum of 2 (two) bound copies and one unbound original suitable for reproduction.
- B. **Electronic Media:** Deliver electronic copies of all estimates, at each required phase of project design. Early phases may be delivered via E-Mail. The final Estimate (one disk for Uniformat II and one disk for CSI Masterformat) shall be delivered via 3½" floppy disk, CD ROM, or ZIP Disk, *Windows NT or XP* formats. Label disks with AOC Project Number, AOC Project Title, Task Order Number, AOC Contract Number, AOC Fiscal year, Date of estimate, and Firm Name and Estimator. File names shall use the AOC Project Number, an underscore and Estimate Number (01,02, etc.)
 1. **Software:** Submit in the *current version of Success* software.
 2. **Text and narratives:** *Word Perfect, Windows Write*, or ASCII text only. Documents forwarded in *other formats* will be returned unprocessed.

END OF PART 8

APPENDICES

3a	DOCUMENTARY PHOTOGRAPHY	1 page
4a	SAMPLE DESIGN REVIEW COMMENT SHEET	1 page
6a	SAMPLE OUTLINE SPEC	10 pages
6b	SOLE SOURCE JUSTIFICATION FORM	3 pages
7a	CAD LEVEL STANDARDS	22 pages
8a	PROJECT ESTIMATE (Small Projects)	1 page
8b	PROJECT ESTIMATE SUMMARY (Schematic Phase)	1 page
8c	PROJECT ESTIMATE SUMMARY (Design Development Phase)	2 pages
8d	PROJECT ESTIMATE SUMMARY (Construction Documents Phase)	3 pages

A/E DESIGN MANUAL
OFFICE OF THE ARCHITECT OF THE CAPITOL

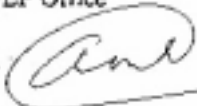
UNITED STATES GOVERNMENT
MEMORANDUM

ARCHITECT OF THE CAPITOL,
WASHINGTON, DC 20515

OFFICE OF THE ARCHITECT
SB-15 CAPITOL, S-1293

DATE: March 28, 1997

TO: Executive Committee Members and Division Heads; Building Superintendents; Supervising Engineers; Chief Engineer; Facility Manager; Landscape Architect; Executive Director, U.S. Botanic Garden; Director of Food Services, U.S. Senate Restaurants; and EEO/FEP Office

FROM: Alan M. Hantman, AIA 

SUBJECT: Documentary Photography

This is to remind all project managers that photographic documentation is an essential part of each project. I direct that photography be included in all project planning checklists and scheduling documents. This applies to construction projects throughout the Capitol complex as well as modifications to spaces in the Capitol. Not only the actual construction phase of the project, but also pre-existing conditions, site surveys, and other planning activities, including studies by consultants, must be documented by the AOC Photography Branch.

An important function of the AOC is to create and maintain a permanent visual history of architecture and events relating to the Capitol. Another of our functions is to compile and maintain complete room histories of the spaces in the Capitol; therefore, it is imperative that rooms and other spaces be documented before and after any structural changes, remodeling, or redecoration. Our agency has performed these functions well in the past, but the continued success of our mission depends upon your cooperation in the proper documentation of current and future projects.

I also wish to remind you that existing photography is a very useful tool in the planning stages of any project. A valuable resource available to you is the AOC photographic archive, which is located in the Photography Branch. This well-organized collection contains over 100,000 images dating from 1856 to the present. This archive contains photographs documenting the construction of all the major buildings in the Capitol complex as well as real property acquisitions, site surveys, underground utility installation and repair, and other projects and events. An electronic data base and staff are available to assist you with your research.

Early notification of the photography staff of upcoming construction is essential to enable them to address your needs and coordinate the photography required for your project. Please contact Mr. Wayne Firth at the Photography Branch in room SB-21 or call him at 228-3310 to discuss your photographic requirements.

APPENDIX 4a - SAMPLE DESIGN REVIEW COMMENT SHEET

Replace This With Project Title
XXX% SD/DD/CD Phase Submission Review
AOC Project Number XXXXX

Architect of the Capitol Comments					Consultant Comments			AOC
No.	Sect. No. - Draw. No.	Section Title - Drawing Number	Comment	By	Date	Response Comment	By	Back check
1	XXXXX	Sample Section Title	Paragraph Number or Detail Number and then the comment about the issues at hand. These fields will expand and wrap as required to suit each comment	XXX	xxxx	An appropriate response goes here.	XXX	XXX
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SAMPLE OUTLINE SPEC

The following outline specification is presented as a sample of an acceptable outline specification. As the sample has been edited to reduce the reproduction costs of this Appendix, it should not be viewed as being all-encompassing in scope or as representative of a complete project specification. The sample is commended for its clarity, brevity, and clear organization that closely tracks the resulting final project specification. The project was a multi-million dollar office building.

DIVISION 2 - SITE WORK

Demolition

- Paving, curbs, site improvements.
- Concrete slabs, foundations, footings....

Site Clearing

- Protection of Existing Trees: As directed.
- Removal of trees and other vegetation.
- Removing of above-grade improvements....

Excavation and Fill

- Relocation of active underground utilities to be relocated by Contractor before major excavation begins.
- Basements, footings, foundations, elevator pits, beams, shall include all soil, rocks, vegetation.
- Shoring and sheet piling....

Dewatering

- Observation wells & pump and well points.
- Maintain excavations and basement free of water.

Landscape Work

- Trees, shrubs, ground cover planting, lawns, topsoil, mulch, planting soil, m fountains, and benches.
- All landscape activities must be consistent with the AOC Master Plan and coordinated with the AOC Landscape Architect for the Architect.

Curbs, Walks, and Pavings

- Granite Curbs: To match existing.
- Concrete Vehicle Paving and Walks: Steel trowelled and broomed....

DIVISION 3 - CONCRETE

Description of the Proposed Structural System

- The building will be a concrete framed fireproof structure utilizing 8" thick flat-plate construction with typical 20' X 20' bays allowing the maximum floor load of 100 psf for live load and 20 psf for interior partitions....
- On the basis of the preliminary soils report, the structure will be supported on spread footings with a typical underslab drainage system.

Concrete Formwork

- Exposed Concrete: Smooth form, rubbed finish.
- Concealed Concrete: as cast.

Concrete Reinforcements

- ACI 301, 315, and 318. Yield Strength: 60,000 psi, ASTM A615 for

Cast-In-Place Concrete

- Heavy Aggregate: 150 pcf concrete, 3,000 psi unless otherwise noted
Foundations, grade beams, pits.
Basement floors, walls, columns and floors....
- Exposed Interior Concrete Floors: Dust on hardener, seal with FS TT-C-800, type 1, liquid cure and seal.

DIVISION 4 - MASONRY

Concrete Masonry Units

- Type: 95 lb/cf, hollow load bearing meeting ASTM C-90, Grade U-1, 1-hour UL rated.
Reinforcement: Truss or ladder, 9 ga. main wires continuous spaced 16" o.c. vertically, lap at junctions.

Stonework

- To match Building X exterior stone walls in color and texture. Mock-up required to show all proposed shapes.
Testing of stone for compressive strength, modulus of rupture, absorption and specific gravity.
Anchorage: Stainless steel angles with adjustable bolts. Stainless steel stone anchors, dowels, cramps complying with ASTM A167, type 304. Certify anchorage systems. Submit engineers calculations.
- Points: Point with polysulfide or silicon sealant.
- Thinbed epoxy at counters. Polysulfide sealant at joints.

DIVISION 5 - METALS

Structural Steel

- Beams ASTM A36
- Shop Primer: Prime columns and beams only where steel exposed. Prime steel joists and bridging. Use SSPE Paint 5-64T, iron oxide, oil, alkyd primer.
- Connections: Bolted ASTM A325, welded ASTM A233.

Metal Roof Deck

- Galvanized Steel: ASTM 245 or A446.

Fabrications

- Ladders: To penthouse roofs, pits and mechanical levels, aluminum where exterior.
- Gratings: Areaways, aluminum....

Steel Stair Systems

- Fire Stairs: Steel and concrete filled treads and landings, closed risers, concrete filled landings 1 1/2 galvanized pipe rail both sides to code. Stair to extend to roof hatch.

Ornamental Metal

- Handrails, gates and art works at main lobbies: Polished architectural bronze, heavy clear lacquer coated.

DIVISION 6 - WOOD

Carpentry

- Treated wood for preservation and fire resistance, framing, blocking, shims, rough bucks, furring.
- Shelving: Painted wood shelving in storage areas.

Plastic Laminate Casework

- Prefabricated modular cabinetwork, no particle board due to Formaldehyde content, plastic laminate finished.
- Location: Work rooms, coffee bars, snack bar/carry-out, and storage areas.

Architectural Woodwork

- Hardwood (white oak, typical).
- Plastic laminate counter tops.
- Railings, natural hardwood, paneling, cabinetwork, natural finish.
- Prefinished Cabinetwork, Paneling, Build-in Furnishings, Doors, Fixturework and Equipment: AWI "Premium" workmanship, matched veneer.
- Finish: Natural, matched finish wood veneers, prefinish in shop, AWI "Premium" finish #1, 4 coats lacquer.

DIVISION 7 - THERMAL AND MOISTURE PROTECTION

Elastic Waterproofing

- EPDM, butyl sheet. 50 mil where exposed.

- Location: At basement floors under concrete. On outside of basement walls.

Insulation, Thermal

- To achieve a "U" factor of .10 for walls, .05 for roofs. Inorganic fiber and foam roof board, if used, shall be solid mopped to roof deck. Glass fiber board or batts at all exterior walls and soffits separating air conditioned space from exterior.
- Firestopping: Meet U.L. fire rating for wall, floor or ceiling.

Elastic Sheet Roofing

Single ply EPDM, bar-anchor, white color, 60 mil min. on roof insulation. 10-year full warranty.

Flashing and Sheet Metal to SMACNA Standards

- Metal Flashing and Trim, Metal Gutters, Downspouts, Gravel Guards, Scuppers and Parapet Cap: Stainless steel.

Copper Roofing

- 24 ounces per sq. ft. (20 gauge) standing seam roof with width between seams as shown on drawings.

Roof Hatch

- Type: Prefab, 8" metal curb type. 14 ga. gsm cub. 11 ga. aluminum cover, exterior grade anodized finish, counterbalanced. Insulation - 1" urethane.

Sealants

- Type: Polysulfide, polyurethane, silicone. Color - To match adjacent surfaces.
- Location: Between dissimilar materials on exterior walls, joints in exterior and interior exposed surfaces.
- Joint Filler, Gaskets and Back-up: Plastic expanded closed cell.

DIVISION 8 - DOORS AND WINDOWS

Hollow Metal Doors and Frames

- Typical Size: 3'0" x 8'0".
- Factory primed, 16 ga. s.m. interior, galvanized, 14 ga. s.m. exterior.
- Fire rated at exits, mechanical rooms, stairs.

Doors and Frames at Interior Entrances and Elevator Lobbies

- Metal and Hardware: Polished architectural bronze, clear lacquered, or stainless steel.
Hardware: Pivots, LCN concealed closers on formal corridor doors, surface-mount closers on service spaces, fire towers, etc., locksets, push-pulls, and threshold, cast iron cylinders for all closers.
- Clear tempered glass in doors and sidelights.

Wood Doors

- Natural factory finished solid core.
- Natural Veneer: White oak. Lifetime warranty against defects including warpage. Fire-rated at corridors and as required to meet codes. Finish - AWI #1, 4 coats lacquer.

Windows and Storefront

- Aluminum, fixed, anodized exterior grade anodized finish.
- Sized to withstand wind loads as defined by Factory Mutual and deflect less than 1/175th span.
- Windows shall meet ANSI/AAMA standards for air and moisture infiltration.

Finish Hardware

- Lock and Latchset Design: Lever handle, heavy-duty mortise, meeting handicapped requirements.
- Hinges: 3 knuckle ball-bearing with closers, butts elsewhere. Heavy duty.
- Closers: Surface-mount on service spaces, fire towers, etc. Cast iron cylinders.
- All Exposed Metal: Matching polished architectural bronze with heavy clear lacquer finish.

Door Stripping, Seals and Thresholds

- Weatherstripping including thresholds, jambs and head at exterior HM doors. Soundstripping including automatic drop seal at soundproof walls including mechanical and machine rooms.

Glass and Glazing

- Windows, doors, entrances, storefronts.
- Float Glass: Clear

- Tempered Glass: Clear, at interior and exterior entrances and room dividers.
- 1" insulating glass, heat strengthened glass to meet "U" factor requirements for allowable heat loads and energy conservation. Location: Typical exterior windows. Thickness of glass according to code to meet wind loads.
- Glazing: Sealants, polysulfide, acrylic, tape, neoprene and vinyl extrusions.

DIVISION 9 - FINISHES

Metal Furring and Lathing

- Plaster base 3/4 painted lath, galvanized at exterior. Painted steel channel furring, galvanized at exterior. Tie and hanger wire, galvanized.
- Wall, ceiling and soffit framing to receive plaster.

Plaster

- Portland cement, 3 coat on metal lath at exterior walls and soffits and at other damp locations. 2 coat on masonry. Finish - Machine medium texture, no sand finish.
- Gypsum plaster at interior dry locations.

Gypsum Drywall System

- Wall and ceiling framing systems, including 25 ga. galvanized steel screw studs, furring members to receive gypsum drywall.
- Gypsum Board: Fire rated, moisture resistant at damp locations, laminated core board, 5/8" thickness typical.
- Walls Extending to Structure Above: Exterior walls, shafts, mechanical and machine rooms, corridor walls, soundproof walls, fire walls.

Ceramic Tile

- Ceramic tile walls over CMU.
- Unglazed ceramic mosaic at floors of public and private toilet and shower areas, fixture walls and floors.
- Marble thresholds at toilet rooms. Trim shapes including cove and bullnose.
- Mortar and Grout: Latex/cement type. Thickbed where slope to drain of floor desired. Thinset on floors and walls typical.

Acoustic Ceilings

- Lay-in ceiling (2'x2') accessible acoustic tile, medium fissured. Location: Office areas and non-public locations.
- Drywall ceiling or concealed spline (12" x 12") accessible acoustic tile, medium fissured beveled edges. Location: Entries, public lobbies.

Resilient Floors

- Vinyl Composition Tile: 12" x 12" x 1/8" homogeneous terrazzo or marble pattern. Location: Utility floors not carpeted, including print center, and storage areas.
- Resilient Base: 4" x 1/8" thick vinyl or rubber, solid color, coved except at carpet. Location: All wall/floor junctions except masonry. Straight at carpets, coved at others.

Carpeting

- 100% nylon, 3-ply dense cut, 270 pitch, .1 ga. polypropylene jute backing. Base Building Corridors: Pile height, .250 in., 32.0 oz. face weight. Offices: Pile height .317 in., 36.0 oz. face weight.

Painting

- Paint all normally painted items including interior and exterior surfaces, exposed mechanical and electrical equipment, pipes, ducts, conduits, garage, mechanical spaces and stairs.
- Typical finishes include:

Painted Wood	3 coats eggshell enamel
Gypsum Board	3 coats eggshell latex enamel
Concrete, Masonry, Plaster	3 coats eggshell latex enamel
Wood (natural)	4 coats lacquer, AWI #1
Metal	3 coats eggshell latex enamel
Pavement Lines	1 coat traffic marking paint

- Color Selection: Maximum 12 custom colors.

DIVISION 10 - SPECIALTIES

Toilet Partitions

- Ceiling hung toilet partitions. Flush construction. Wall hung urinal screens. Finish: Baked enamel galvanized steel.
- Shower partitions for service staff.

Architectural Louvers

Aluminum - extruded aluminum, exterior grade anodized finish, bronze bird screen.

Toilet Accessories Catalog number from Bobrick Washrooms equipment (function reference only).

- Material: 22 ga. stainless steel, satin finish.
- Public Toilets:
 - Towel Dispenser and Waste Receptacle: B-360 (recessed). One (1) per toilet room, except as noted.
 - Liquid Soap Dispenser: B-8205. At each lavatory.
 - Toilet Tissue Dispenser: B-275 (surface). At each water closet.
- Waste Receptacle: B-275 (surface). At private only.
- Napkin Dispenser: B-352 (recessed). At women's only....

DIVISION 11 - EQUIPMENT

Dock Bumpers

- Laminated tread, 13" x 24" high, truck tires compressed in structural galvanized angle and bolts.

Dock Leveler

- 6' long x 7' wide, 20,000 lb. capacity, recessed in loading dock. Adjustable manually to 24" above/below dock. Structural steel frame and tread plate.

DIVISION 12 - FURNISHINGS

Horizontal Louver Blinds

1" mini-blinds, anodized aluminum. Manual lift and adjustment.

DIVISION 14 - CONVEYING SYSTEMS

Passenger Elevators

- *Number:* Twelve (12) passenger elevators in two separate banks of which one in each bank shall be convertible to a service elevator. Separate elevators required from the ground level to all garage floors.
- *Type:* Gearless traction.
- *Speed:* Maximum time for any elevator to be running between highest and lowest floor shall be 60 seconds. Maximum waiting time at each floor serviced shall be 30 seconds at each bank of elevators. Minimum number of building occupants served in any 5 minute period shall be 12% of the total occupants of the building.
- *Occupant Load:* 250 gsf/person.
- *Doors and Frames:* Center opening. Stainless steel doors, bronze frames and trim.
 - Frame Size: 3'6" x 9'0".
 - Door Size: 3'6" x 9'0" with flush transom full height at Ground Level.
- *Operation:* Group automatic, supervisory, zoned.
- *Clear Cab Height:* 9'0"....

DIVISION 15 - MECHANICAL, PLUMBING AND FIRE PROTECTION

MECHANICAL

Description of the Proposed HVAC System for the Sample Office Building

- The exterior zone system is generally described as a four pipe fan coil type. Exterior areas are conditioned by console type fan coil units with hot water heating coils, chilled water coils, two way automatic valves, and wall mounted room thermostat. Exterior zone areas are approximately 150 square feet each with each zone extending ten linear feet along the perimeter and fifteen feet in depth. Each of these exterior zones will have its own individual thermostat to control heating or cooling at the occupants selection. Ventilation air will be provided from the interior zone system and will be discharged overhead through air boots connected to recessed ceiling light fixtures.
- The interior zone system is generally described as a low pressure, constant volume, variable temperature type. Interior areas are conditioned by multiple low pressure four pipe air handling units located in mechanical equipment rooms on each floor. Air is ducted from the air handling unit through a low pressure duct distribution system to air boots connected to recessed ceiling light fixtures. Interior zone areas will not be greater in area than 15,000 square feet. Each of these zones will have one thermostat that will sense the average return air temperature which will determine the temperature of air that the air handling unit will deliver. Air is returned into the return air ceiling plenum by return air light fixtures or lay-in ceiling diffusers.
- Areas of the building with defined variable air conditioning loads will be provided their own independent conditioning system. Independent systems will also be provided for spaces that will be used during off hours.
- Chilled water and steam will be provided to the site by the Capitol Power Plant System...
- The building HVAC control systems will be of the direct digital electronic type which will be compatible with the existing Capitol Complex system for computer control of the environment within the building.
- Ventilation air will be provided to all occupied spaces at a rate that will meet or exceed ASHRAE standards at a minimum rate of 20 cfm per person. Exhaust air will be provided to garages, storage rooms, toilet rooms, and other areas required by code, and to dissipate heat generated by equipment.

Design Conditions

The air conditioning system will be designed to maintain temperatures and humidity at the condition stated under Design Criteria.

Energy Efficiency

- The building systems shall be designed to meet or exceed the energy efficiency standards established by the current ASHRAE Energy Guidelines and occupant comfort described above.

Chilled Water and Heating System

- Chilled water and steam will be supplied from the central plant located off-site. All necessary pumps, heat exchangers, tanks, central monitoring and control systems and auxiliary equipment will be located in a central mechanical area within the building. Chilled water from the Capitol Power Plant must be used in accordance with CPP design criteria,

System Zoning

- A multiple zoned conditioned air circulating system shall utilize ceiling plenum air return, supply air saddles on light fixtures for interior zones and perimeter fan coil units air slots for exterior zones. The maximum zone size for the interior shall be 15,000 square feet and exterior perimeter zone shall be approximately 150 square feet.

Controls

- All controls shall be direct digital except the perimeter fan coil units which shall be electric with night-time override. Perimeter fan coil units shall be placed approximately every 10 feet along the perimeter...

Pumps

- Pumps shall be centrifugal, horizontal split case double suction type or end suction type similar to Ingersoll-Rand. Pumps shall be tested at one and one half times rated pressures, but not less than 175 psig. ...

Air Handling Units

- Equipment shall be designed for high acoustical performance and energy efficiency. All motors with variable

loads or variable air flows shall be capable of adjusting to the demand.

Piping

- In general all piping shall be Schedule 40 black steel with threaded or welded fittings or Type L copper. Dielectric fittings shall be used at all junctions between dissimilar metals. Extra heavy pipe shall be used for steam condensate piping, and Schedule 80 steel or Type L copper pipe shall be used for chilled water piping 2" and smaller.

Valves

- Provide isolation valves at all equipment and each major piping branch. Valves shall be rated bubble tight for dead end shut-off. Valves in flanged pipe shall be full lug body.

Ductwork

- All main distribution ductwork shall be galvanized steel joined, fabricated and installed according to SMACNA standards.

Grilles and Diffusers

- For interior zones, provide light fixture air supply saddles or lay-in ceiling diffusers.

Insulation

- All insulation shall be selected based on the service temperatures and ambient temperatures. Materials and thickness shall provide insulating value as recommended by the material manufacturers for optimum cost effective performance.....

Automatic Temperature Controls

- A complete direct digital control and monitoring system consisting of room temperature sensors (thermostats), controllers, dampers, motors, control valves and operators, monitors, local control panels, relays, switches and all necessary accessories and training. The system shall be capable of monitoring and controlling all control zones, operating equipment, power demand and consumption and alarm conditions.

Fans

- Supply, exhaust, and return fans shall be sized for the design load and have spare capacity to accommodate normal additions to the systems.

Noise and Vibration

- All equipment shall be designed, selected and supported to minimize the transmission of noise and vibration. Noise levels in the occupied space shall not exceed an NC35 as a result of any equipment or systems within the building. Vibration isolation shall be utilized with all rotating or vibrating equipment or systems.

PLUMBING Description of the Proposed Plumbing System for the Sample Office Building

Domestic Water System:

- Provide a connection with water meter and vault to the local water utility mains in the street, (including non-metered fire service) through which a complete water distribution system will be supplied. This system will consist of two (2) independent water pressure zones.
- The office towers will be supplied using a domestic water booster pump system and a vertical and horizontal up-feed type distribution system to fixtures and equipment. Hydro-pneumatic storage tank will be provided in penthouse to allow the domestic booster to shut-down during no demand periods.
- Domestic Hot Water System: Hot water will be supplied from a central water heating system using district steam through a steam to water convertor, auxiliary storage tank and hot water circulation pump, and hot water mixing valve for temperature control.

Plumbing Fixtures

- Plumbing fixtures, floor drains and equipment below sanitary sewers shall be arranged for gravity flow into a pumped sewage ejector system. The discharge from ejector pumps shall connect to the building gravity sewer system.

Storm Sewer System

- The storm sewer drainage system from all roof areas, balconies and mechanical equipment shall be arranged for gravity flow into public storm sewer in street.

Domestic Cold Water and Controls

- Provide a domestic water pressure maintenance system consisting of a prefabricated, two pump (minimum) water pressure booster system with factory precharged hydropneumatic tank and controls. The system shall be capable of automatically providing the required system pressure and flow during normally occupied or unoccupied conditions without short cycle, essentially no flow pump operation.

Domestic Hot Water

- Water heaters shall be located and piped to supply all lavatories, janitor sinks and hot water requirements with a ten second maximum flow time before tap water is at design temperature. Water heating is to be supplied by Steam Heat Exchangers. Where it is impractical to supply hot water by Steam Heat Exchangers, electric hot water heaters may be used.

Piping

- *Domestic Water:* Copper tube, type L with wrought fittings all sizes up to and including 4" diameter, schedule 40 galvanized steel pipe 5" diameter and larger. All exposed piping in kitchen and bathrooms shall be chrome-plated.
- *Storm, Waste and Vent:* Service weight cast iron.
- *Fire:* NFPA standards, UL listed, F.M. approved for sprinkler and standpipe, dry sprinkler system piping, galvanized steel meeting ASTM A-795.....

FIRE PROTECTION SYSTEM

Description of the Proposed Fire Protection System for the Sample Office Building

- Sprinkler System: The building shall be protected with a completely automatic wet pipe sprinkler system. All occupied and unoccupied areas shall be protected.

Dry Sprinkler System:

- All areas subject to freezing conditions shall be protected with completely automatic dry pie sprinkler system.

Standpipe System:

- Standpipe risers shall be installed in all stairwells including fire department hose valves for each floor level. Interconnect all standpipes at their base. Connect fire department siamese connections to standpipe supply piping. Interconnect all siamese connection within building.

Fire Pump:

- Provide a complete automatic electric motor driven fire pump, include all required accessories such as automatic controller with automatic transfer switch, jockey pump and automatic controller, flow-meter testing system and fire pump test manifold.....

Building Smoke Control System:

- **Stair Pressurization:** An automatic stair pressurization system will be provided for each stairwell in the building....

DIVISION 16 - ELECTRICAL AND COMMUNICATION

Description of the Proposed Electrical System for the Office Area of the Sample Office Building

- Office area of the building will be served by four vertical bus duct risers with total capacity of 9 watt/s.f. connected to switchboards in main switchgear room. Tapped from each riser in each core will be a 480/277 volt lighting panel which subfeeds a transformer serving 120/208 volt receptacle panel.
- Specialty areas such as print shop and computer rooms will be served by individual feeders. These panels will be connected through distribution panels to main switchgear.
- Mechanical equipment will be served by distribution panels and motor control centers connected to 480 volt distribution system.
- Lighting will be achieved by means of three lamp 2 x 4 luminaries with aluminum parabolic louvers generally located at one per 80 sq.ft. in office areas and in accordance with IES and architectural requirements. Lobbies and public areas shall be in general designer lighting utilizing incandescent downlights and wall washers. All

lighting shall be switched. Presence sensors, if required, shall be installed in garage, toilet and some corridor lighting for the purpose of energy conservation.

- Fire protection system will be multiplex voice fire alarm in accordance with 1987 BOCA Code. Annunciator panel and controls shall all be located in fire control room on first floor.
- Emergency system will consist of 120/208 volt and 480/277 volt panel boards located in penthouse and in switchgear room. System shall serve one elevator in each bank, required lighting, fire alarm system and required smoke fans, fire pump, sump pumps and sewage ejector. System shall be connected through automatic transfer switches to emergency generator. Emergency circuits will be terminated on loft space floors for future layouts. Emergency generator system to be entirely separate from data processing standby system.
- Entire building will be protected by a master labeled lighting protection system.

Design Criteria

- Tenant Available Power:

Lighting load	2.25 watts/square foot
Office Equipment load	120/208 V power, 3 watts/square foot
- In each riser, 2 watts per square foot spare capacity for future special tenant loads shall be provided. Vertical distribution will consist of 4 bus duct risers with 4 electrical closets per floor. Each closet shall contain 480/277 volt panel, step down transformer and 120/208 volt panel. Each panel shall contain 100% spare quantity of circuit breakers.
- Emergency Power: The Architect of the Capitol will specify the total amount of emergency power that will be made available for tenant use based on .15 watts per square foot.

Utility Services

- Electrical services for the project shall be rated 460/265 V, three phase, four wire, obtained from PEPCO vaults located adjacent to the building. Service entrance location shall be coordinated with the power company.
- Telephone service for the project shall be via underground ducts from the location designated by the AOC.

Power Distribution

- All main switches and feeder switches 800 ampere and above shall consist of bolted pressure switches with ground fault protection, three phase, blown fuse protection and indicator lights. All bussing shall be copper.
- The building electrical system shall be designed around the parameters listed in "Design Criteria" above and in accordance with NEC. Spare capacity will be provided in service and switchboards equal to 50% of base tenant installed capacity.
- Power distribution to typical tenant floors shall consist of feeder/plug-in busway risers from the main switchgear serving 460/265 volt panel boards at each floor via fused bus plugs. Dry type transformers (low noise level with 220 C degree insulation but applied at 80 C rise), fed via fused bus plugs, shall be provided to supply 120/208 volt panel boards at each floor. The transformer shall supply the 120/208 volt panel boards located on the same floor. Panel boards shall be located in the electrical rooms.
- Lighting and receptacle branch circuits in interior dry, furred spaces, shall be serviced by type MC cable where permitted by NEC.
- Receptacle circuits shall have no more than five receptacles on a branch circuit breaker. Floor air conditioning equipment shall be circuited through contactors (or controlled by the building automation system) for control by the fire alarm system.

Telephone Distribution

- A conduit and sleeve system shall be provided from the main telephone terminal room to plywood telephone terminal boards located throughout each floor.....

Emergency Power System

- Emergency power shall be supplied from a diesel-driven engine generator set complete with prime mover, generator controls, starting equipment, exhaust system, automatic transfer switches and all necessary auxiliaries. Generator shall be located in a dedicated room on the roof or basement level as design dictates....

Fire Alarm System

- The system shall be a combination alarm and voice communication fire alarm system consistent with the system requirements of the Architect of the Capitol and in accordance with 1987 BOCA Code.
- Manual pull stations shall be located adjacent to each exit stair entry on typical tenant floors and in the path of

egress as required per NFPA 101....

- Photoelectric type smoke detectors shall be located in rooms containing equipment vital for life safety, elevator lobbies, and in duct work at HVAC equipment as required by NFPA 101, NFPA 72E, and NFPA 90A.
- Fixed temperature/rate-of-rise detectors shall be provided in rooms where a smoke detector is unsuitable due to the environment unless rooms are protected by sprinkler heads....

Lighting System

- Lighting levels shall be in accordance with the Illuminating Engineering Society (IES) recommendations for the specific areas.

Grounding Systems

- System Grounding: A driven electrode grounding system will be provided to supplement the water main ground. The system will be designed to limit the grounding system resistance to less than 25 ohms.
- Equipment Grounding: All non-current carrying metal enclosures, structures, boxes, cabinets, machine frames, portable equipment and piping systems will be connected to the grounding system.
- Derived neutrals will be grounded at the supply side of the main circuit breaker or at the neutrals of related transformers.
- Separate grounding conductors will be provided for all feeders and motor circuits.
- The completed equipment grounding system shall be subjected to a meggar test at each main distribution switchboard and ground bus to insure that the ground resistance of the system without chemical treatment or other artificial means, does not exceed 25 ohms.
- Lightning Protection: A UL Master Label C lightning protection system shall be provided to protect the entire building.

**JUSTIFICATION FOR SOLE SOURCE PRODUCTS --
EXPLANATION OF SOLE SOURCE CIRCUMSTANCES**

Keep in mind:

- ✓ Lack of planning does not support sole source.
- ✓ Expiring funds/late release of funds does not support sole source.
- ✓ The authorized technical requestor is required to ensure that sole source justifications are adequately documented and must be able to certify the accuracy and completeness of the data included in this justification.
- ✓ The authorized technical requestor or a Jurisdiction/Division/Office Official as defined in *AOC Memorandum, Authorization of Purchase Requisitions, July 18, 1984* must certify and sign each sole source justification.

A. The following are examples of the bases of sole source acquisitions

- (1) The products to be acquired are unique to a manufacturer.
- (2) Time is of the essence and only one known source can meet the Government's needs within the required time frame.
- (3) Data is unavailable for a competitive procurement.
- (4) It is necessary that the item being acquired from the one source be compatible and ~~and~~ interchangeable with existing equipment.

B. The following elements must be addressed in the sole source justification

- (1) State clearly the Government's requirements. Make sure that the entire requirement is covered by the justification.
- (2) Explain why the manufacturer/products is the only one that can meet the Government's requirements. For example:
 - (a) The manufacturer/product has a unique capability. The unique characteristics must be set forth.
 - (b) If only one manufacturer/vendor can perform within the required time frame, the time frame must be explained:
 1. Provide the date by which the product must be delivered.
 2. Indicate how that date was determined and its significance.
 3. Indicate the impact of delay in terms of program schedules, milestones, etc.
 4. State how long it would take another manufacturer/vendor to acquire the capability to perform , how much it would cost another contractor to get up to speed. State the basis for these estimates.]
- (3) State how the decision to go sole source was reached.

Architect of the Capitol, Procurement Division, 7/24/02 Rev.

JUSTIFICATION FOR SOLE SOURCE PRODUCTS

COMPLETE THIS FORM IN ITS ENTIRETY, EVEN IF THE RESPONSE IS "NOT APPLICABLE"

1. PRODUCT NAME (Include Specification Section)

2. PRODUCT DESCRIPTION (Manufacturer/Dealer Information, Model, Physical Characteristics)

3. ESTIMATED COST AND DELIVERY REQUIREMENTS

4. SOLE SOURCE INFORMATION (*Refer to "Explanation of Sole Source Circumstances" sheet.*)

5. **MARKET SURVEY.** Use internet searches, product literature reviews, or contact sources over the phone to identify which companies can provide similar products.
- a. Describe market survey conducted. Include companies contacted and relevant information.
 - b. If sole source is based on propriety data, a market survey is not required.

6. **ADDITIONAL FACTS.** This applies primarily to sole source requirements, but any additional information supporting urgency not previously addressed elsewhere in the document can be included in this section.

7. **FUTURE COMPETITION.** Provide information on the steps you are taking to ensure that the next time you need the item it will not be a sole source procurement.

CERTIFICATIONS

I CERTIFY THAT THE FACTS AND REPRESENTATIONS SUPPORTING THIS JUSTIFICATION ARE COMPLETE AND ACCURATE.

A/E (Sub)Consultant

Name and Title:

Signature:

Date:

Authorized Technical Requestor Or Jurisdiction Official

(Do Not Write In Shaded Area - AOC's Use Only)

Name and Title:

Signature:

Date:

APPENDIX 7a - CAD LEVEL STANDARDS

Introduction

The use of differing layers or levels in drawings supports uses far beyond that of simply keeping various types of lines separate. It serves to group information in settings that support future manipulation (copying, rotating, mirroring, etc.), without affecting other data that may be in close proximity. It facilitates multiple use of single drawings by permitting unneeded levels to be turned off when different plot results are desired. The use of levels supports increased display speeds by allowing you turn off unneeded levels and save the time required to display them every time a zoom or window is performed.

Previously the AOC utilized all of the defaulted level schemes originally furnished by Intergraph Corporation. With the advent of Bentley *MicroStation V8* the level schemes have both opened up and have allowed the AOC to adopt most of the *National CAD Standard* naming conventions. The National Institute of Building Sciences serves as the secretariate for the standards. To the extent possible we have attempted to honor both the new level names while preserving the older number schemes. Where the *National CAD Standard* has not addressed a level/layer name, the AOC has taken guidance from the *Tri-Service Standards*.

- **Summary of Changes:** The use of existing level 4, Building Outline, and existing level 58, Engineering Notes, has been mapped consistently across all disciplines to the extent practicable. Additionally, layers for New and Demolition work have been added within the Mechanical discipline and have been mapped to levels above the traditional 63. Existing work continues to reside on the number/named levels that it had previously. Most additional renaming has been “house-keeping” in nature to assure that only one name is associated with a level on drawings likely to be referenced or copied between files. It is anticipated that additional revisions will accrue as we use the software.

In engineering environments that utilize *MicroStation TriForma* software, these leveling schemes MUST be adhered to as the software uses levels to key data manipulation for some commands.

General rules are as follows:

- The levels apply throughout the entire system within each discipline.
- Use Level 61 for construction lines or non-print data.
- Levels for dimensions, notes, titles, etc., are consistent between disciplines.

The Technical Support Division will make *MicroStation* compatible sidebar menus supporting the AOC level scheme available to any consultant upon request.

ARCHITECTURAL FLOOR PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINE (Footprint)	12	2	0
A-FLOR-AREA	5	ROOM PERIMETER SHAPE	5	2	0
A-FLOR-OTLN	6	EXTERIOR PERIMETER SHAPE	7	2	0
A-RSRV-7	7	RESERVED (BEAM EDGES)			
A-GLAZ-CWCL	8	CURTAINWALL CENTERLINE	1	0	4
A-GLAZ-CWMG	9	CURTAINWALL MULLIONS & GLASS	4,0	0,1	0
S-GRID	10	COLUMN GRID (CENTERLINES ONLY)	2	0	4
S-GRID-IDEN	11	COLUMN GRID TAGS	2	1	0
S-COLS	12	COLUMNS	4	CELLS	CELLS
A-WALL-PRHT	13	INTERIOR WALL EDGES (PARTIAL HEIGHT)	140**	1	0
A-WALL-CAVI	14	CAVITY WALL EDGES	140**	1	0
A-WALL-EXTR	15	WALL EDGES, EXTERIOR	140**	1,3	0
A-GLAZ	16	WINDOWS, WINDOW SILLS	4	CELLS	CELLS
A-FLOR-IDEN	17	ROOM NAMES & UNDERLINES	2	CELL	CELL
A-FLOR-SHFT	18	SHAFTS	3	0	0
A-FLOR-ELVR	19	ELEVATORS & ESCALATORS	3	CELL	CELL
A-FLOR-STRS	20	STAIRS & HANDRAILS	4	VARIES	0
A-WALL-MOVE	21	MOVABLE WALLS/PARTITIONS		1	0
A-FLOR-LEVL	22	SLABS, LEVEL CHANGES, RAMPS, ETC.	6	0	0
A-WALL-CLNG	23	INTERIOR WALL EDGES (CEILING HEIGHT)	140**		0
A-WALL-FULL	24	STRUCTURAL WALL EDGES (FULL HEIGHT)	140**		0
A-DOOR	25	DOORS AND DOOR SWINGS	4,0	3,0	0
A-WALL-JAMB	26	DOOR FRAMES	4	1	0
A-FLOR-SIGN	27	ARCHITECTURAL SIGNAGE			
A-STAT-NEWW	28	NEW WALLS - RENOVATION	7	2	0
A-STAT-DEMO	29	DEMOLITION - (WALLS & PARTITIONS)	7	1	3
A-FLOR-PFIX	30	PLUMBING FIXTURES	4	CELLS	CELLS
A-FLOR-TPTN	31	TOILET PARTITIONS & HANDRAILS	2	0	0
A-FLOR-SPCL	32	ARCHITECTURAL SPECIALTIES	7	CELLS	CELLS
A-FLOR-PATT	33	FLOOR PATTERNS, TILE, ETC.	9	CELLS	0
A-FLOR-WDWK	34	ARCHITECTURAL WOODWORK	3	1	0
A-FLOR-CASE	35	ARCHITECTURAL CASEWORK/MILLWORK	2	1	0
A-FLOR-EQPM	36	EQUIPMENT (XEROXS, COMPUTERS, ETC.)	2	CELLS	CELLS
A-FLOR-NICN	37	EQUIPMENT (OWNER FURNISHED)	2	CELLS	CELLS
A-FLOR-CURB	38	CURBS, PADS, RAISED SLAB AREAS	0	1	0
A-FLOR-OVHD	39	CEILING REFS (OVERHEAD - SOFFITS, ETC.)	4	0	2
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
A-DOOR-IDEN	42	DOOR SYMBOLS (NUMBERS)	CELL	CELL	CELL
A-GLAZ-IDEN	43	WINDOW SYMBOLS (NUMBERS)			
A-WALL-FIRE	44	WALL FIRE RATINGS	0	VARIES	SYMBOL
A-ANNO-ROOM	45	ROOM NUMBERS	2	1	CELL
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0

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A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
A-IDEN-PRSL	49	<i>LARGE ROOM PRESENTATION NUMBERS</i>	0	0	FT=189
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	STYLE
A-USER-51	51	User definable.			
A-USER-52	52	User definable.			
A-FLOR-RAIS	53	RAISED FLOORS	5	0	0
I-FURN	54	FURNITURE GRAPHICS - EDGES	12	CELLS	CELLS
I-FURN-IDEN	55	FURNITURE TAG-NUMBER	7	1	FT=1
I-FURN-CLER	56	FURNITURE CLEARANCES	0	0	2,3
A-CLNG-GRID	57	CEILING GIRDS/FIXTURES	9	1	0
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING			
A-ANNO-KEYN	59	KEYNOTES & SPEC. SECTION NUMBERS	0	1	0
A-WALL-CNTR	60	WALL CENTERLINES (APPLICATION)	1	0	4
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
A-IDEN-PRSS	63	SMALL PRESENTATION NUMBERS	0	0	Ft=189

ARCHITECTURAL ELEVATIONS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
	4				
A-ELEV-OTLN	5	ELEVATION BUILDING OUTLINES	4	2	0
A-ELEV-HIDN	6	ELEVATION HIDDEN LINES	9	1	2
A-ELEV-GRAD	7	ELEVATION GRADE LINE	2	2	0
	8				
S-FNDN	9	CONCRETE FOUNDATIONS	4	2	0
S-GRID	10	COLUMN GRID	4	0	4
	11				
	12				
	13				
	14				
A-WALL-EXTR	15	EXTERIOR WALLS	4	3	0
A-GLAZ	16	WINDOWS	4	CELLS	CELLS
	17				
	18				
	19				
A-FLOR-STRS	20	STAIRS	4	VARIES	0
	21				
	22				
	23				
	24				
A-DOOR	25	DOORS & SWINGS	4,0	3,0	0
A-ELEV-ROOF	26	ROOF MATERIALS (PATTERNS)	0	0	CELLS

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A-ELEV-WALL	27	WALL MATERIALS (PATTERNS)	0	0	CELLS
	28				
	29				
	30				
	31				
	32				
	33				
	34				
	35				
A-FLOR-EQPM	36	EQUIPMENT	2	CELLS	CELLS
	37				
	38				
	39				
A-ANNO-NOTE	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
	42				
	43				
	44				
	45				
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
	49				
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
	51				
	52				
	53				
	54				
	55				
	56				
	57				
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING			
A-ANNO-KEYN	59	KEYNOTES & SPECIFICATION SECTION NOS.			
	60				
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
	63				

DETAILS & SECTIONS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
D-ANNO-GRID*	4	Modular Detail Ref. Grid - Lines	6	0	0
D-ANNO-TICM*	5	Modular Detail Ref. Grid - TIC Marks	6	1	1
D-DV1*	6	DIVISION 1 - General Requirements	VARIES	VARIES	VARIES
D-DV2-EDGE*	7	DIVISION 2 - Sitework: Earth Edges & Patterns	6	1	1
D-DV2-DETL*	8	DIVISION 2 - Sitework: Detail	0	CELLS	CELLS
D-2&3*	9	Floating Level - Divs. 2 & 3	VARIES	VARIES	VARIES
S-GRID*	10	Column Grid (Centerlines)	2	0	4
S-GRID-IDEN*	11	Column Grid Bubbles	2	CELLS	CELLS
D-DV3-EDGE*	12	DIVISION 3 - Concrete Edges & Patterns	4	1,2	0
D-DV3-DETL*	13	DIVISION 3 - Concrete: Detail	0	CELLS	CELLS
D-DV3-ACES*	14	DIVISION 3 - Concrete: Accessories	2,12	CELLS	CELLS
A-WALL-EXTR*	15	Exterior Wall Edges	4	2	2
D-DV4-EDGE*	16	DIVISION 4 - Masonry: Edges & Patterns	4	1	0
D-DV4-DETL*	17	DIVISION 4 - Masonry: Detail	0	0	0
D-DV4-ACES	18	DIVISION 4 - Masonry: Accessories	2,12	CELLS	CELLS
D-4&5*	19	Floating Level - Divisions 4 & 5	VARIES	VARIES	VARIES
D-DV5-EDGE*	20	DIVISION 5 - Metals: Struct. Steel, Deck, etc	2,12	CELLS	CELLS
D-DV5-DETL*	21	DIVISION 5 - Metals: Details	0	0	0
D-DV6-EDGE*	22	DIVISION 6 - Wood & Plastics: Edges & Patterns	4,7	1	0
D-DV6-DETL*	23	DIVISION 6 - Wood & Plastics: Detail	0	0	0
D-DV6-ARCH*	24	DIVISION 6 - Wood & Plastics: Arch. Woodwork	4,7	0	0
D-6&7*	25	Floating Level - Divs. 6 & 7	VARIES	VARIES	VARIES
D-DV7-EDGE*	26	DIVISION 7 - Thermal & Moist. Prot.: Edges	11,12	1	0
D-DV7-DETL*	27	DIVISION 7 - Thermal & Moist. Prot.: Detail	0	0	0
D-DV7-ALTP*	28	DIVISION 7 - Thermal & Moist. Prot.: Ald. Detail	0	0	0
D-DV8-EDGE*	29	DIVISION 8 - Doors & Windows: Edges & Patts	4,7	1	0
D-DV8-DETL*	30	DIVISION 8 - Doors & Windows: Details	0	0	0
D-8&9*	31	Floating Level - Divs. 8 & 9	VARIES	VARIES	VARIES
D-DV9-EDGE*	32	DIVISION 9 - Finishes: Edges & Patterns	VARIES	VARIES	VARIES
D-DV9-DETL*	33	DIVISION 9 - Finishes: Details	0	0	0
D-DV10-EDGE*	34	DIVISION 10 - Specialties: Edges & Patterns	VARIES	VARIES	VARIES
D-DV10-DETL*	35	DIVISION 10 - Specialties: Details	0	0	0
D-1011*	36	Floating Level - Divs. 10 & 11	VARIES	VARIES	VARIES
D-DV11-EDGE*	37	DIVISION 11 - Equipment: Edges & Patterns	CELLS	CELLS	CELLS
D-DV11-DETL*	38	DIVISION 11 - Equipment: Details	0	0	0
D-DV11-HIDN*	39	DIVISION 11 - Equipment: Hidden Lines	0	0	2
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
A-DOOR-IDEN*	42	Door Numbers and Symbols	3	CELLS	CELLS
A-GLAS-IDEN*	43	Window Type Labels (Lollipops)	3	CELLS	CELLS
D-DV12-EDGE*	44	DIVISION 12 - Furnishings: Edges & Patterns	2	CELLS	CELLS
D-DV12-DETL*	45	DIVISION 12 - Furnishings: Details	0	0	0
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0

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A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
D-SWNG*	49	Door and window swings, etc	VARIES	VARIES	VARIES
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
D-DV13*	51	DIVISION 13 - Special Construction : Edges .	VARIES	VARIES	VARIES
D-1314*	52	Floating Level - Divs. 13 & 14	VARIES	VARIES	VARIES
D-DV14*	53	DIVISION 14 - Conveying Devices : Edges	VARIES	VARIES	VARIES
D-DV15-EDGE*	54	DIVISION 15 - Mechanical : Edges & Patterns	2,9,...	1	0
D-DV15-DETL*	55	DIVISION 15 - Mechanical : Details	0	0	0
D-1516*	56	Floating Level - Divs. 15 & 16	VARIES	VARIES	VARIES
D-DV16-EDGE*	57	DIVISION 16 - Electrical : Edges & Patterns	15	1	0
D-DV16-DETL*	58	DIVISION 16 - Electrical : Details	0	0	0
D-ANNO-KEYN	59	Keynotes and Specification Numbers			
A-WALL-CNTR	60	Wall Centerlines	1	0	3
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
D-PTRN*	63	Alternate Patterns	0	0	0

ARCHITECTURAL REFLECTED CEILINGS PLANS (May be combined with Arch Floor Plans)

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINE (Footprint)	12	2	0
	5				
	6				
	7				
	8				
	9				
A-CLNG-ACCS	70	ACCESS PANELS, CEILING PENETRATIONS	5	2	0
A-CLNG-GRID	71	CEILING GRID	3	1	0
A-CLNG-TEES	72	CEILING MAIN TEES	1	0	0
A-CLNG-CONT	73	CEILING CONTROL JOINTS	4	2	0
A-CLNG-OPEN	74	CEILING / ROOF PENETRATIONS	9	0	0
A-CLNG-PATT	75	CEILING PATTERNS	9	CELLS	CELLS
A-CLNG-SUSP	76	SUSPENDED ELEMENTS (CLOCKS, ETC.)	1	CELLS	CELLS
A-CLNG-EXIT	77	EXIT SIGNS	3	CELLS	CELLS
A-CLNG-SMOK	78	SMOKE DETECTORS	3	CELLS	CELLS
A-CLNG-COMM	79	COMMUNICATION DEVICES (P.A., ETC.)	12	CELLS	CELLS
A-LITE-CLNG	80	CEILING RECESSED LIGHTS **	7	1	CELLS
A-LITE-EMER	81	EMERGENCY LIGHTS **	3	1	CELLS
A-LITE-SURF	82	SURFACE / PENDANT MOUNTED LIGHTS **	7	1	CELLS
A-LITE-WALL	83	WALL MOUNTED LIGHTS **	7	1	CELLS
	24				
	25				

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	26				
	27				
	28				
	29				
A-SPRN-EQPM	30	SPRINKLERS	7	CELLS	CELLS
	34				
A-HVAC-OTHR	90	OTHER OUTLETS & INLETS **	2	CELLS	CELLS
A-HVAC-RDFF	91	CEILING RETURN INLETS **	1	CELLS	CELLS
A-HVAC-SDFF	92	CEILING SUPPLY DIFFUSERS **	7	CELLS	CELLS
	38				
A-FLOR-OVHD	39	CEILING REFS (OVERHEAD - SOFFITS, ETC.)	4	0	2
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
	42				
	43				
A-WALL-FIRE	44	WALL FIRE RATINGS			
A-ANNO-ROOM	45	ROOM NUMBERS	2	1	CELL
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
	48				
	49				
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	STYLE
	51				
	52				
	53				
	54				
	55				
	56				
	57				
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING	0	0	FT=1
A-ANNO-KEYN	59	KEYNOTES & SPEC. SECTION NUMBERS	0	1	0
A-WALL-CNTR	60	WALL CENTERLINES (APPLICATION)	1	0	4
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
	63				

** ONLY USE WHEN ELECTRICAL AND HVAC FIXTURES UNAVAILABLE BY REFERENCE

CIVIL/SITE

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINES (Footprints)	12	2	0
C-BLDG-IDEN	5	BUILDING IDENTIFICATION	12	2	0
C-USER-6	6	<i>User definable.</i>			
C-SITE-FENC	7	FENCES & Annotation	4	2	VARIES
C-SITE-IDEN	8	SITE IMPROVEMENTS ANNOTATION	0	1	0
C-SITE-IMPR	9	SITE IMPROVEMENTS	7	0,1	0
C-SITE-SIGN	10	SIGNS & Annotation	7	0,1	0
C-SITE-WALK	11	WALKS & TRAILS & Adjoining low curbs	9	2	VARIES
C-SITE-CBAS	11	Catch Basins	11	1	0
C-SITE-WJNT	11	Control Joints/Expansion Joints	0,0	0,1	3,0
L-SITE-POOL	12	Pools & Fountains & Annotations	7	1	0
C-SITE-BRDG	13	BRIDGES	1	1	0
C-SITE-STEP	14	STEPS	0	1	0
C-PROP-SURV	15	SURVEY INFORMATION - PROP. LINES	4	2	2
C-PROP-BRNG	16	BEARINGS & DISTANCES	0	2	0
C-PROP-CONS	17	CONSTRUCTION LINES w/ annotation	0	2	0
C-PROP-ESMT	18	EASEMENTS w/ annotation	7	2	0
C-PROP-RWAY	19	RIGHT OF WAY w/ annotation	7	2	0
C-TOPO-BORE	20	SOIL BORING LAYOUT			
C-TOPO-MAID	21	MAJOR CONTOURS - ANNOTATION	3	2	0
C-TOPO-MAJR	22	MAJOR CONTOURS	3	3	0
C-TOPO-MIID	23	MINOR CONTOURS - ANNOTATION	0	2	0
C-TOPO-MINR	24	MINOR CONTOURS	0	2	0
C-TOPO-RWAL	25	RETAINING WALLS	4	2	0
C-TOPO-SLID	26	CUT-FILL SLOPES - ANNOTATION	0	0	0
C-TOPO-SLOP	27	CUT-FILL SLOPES	0	2	0
C-TOPO-SPOT	28	SPOT ELEVATIONS & Benchmarks	7	2	0
C-TOPO-XSPT	29	PROFILES & CROSS-SECTIONS	4	2	0
C-ROAD	30	ALL ROADS & Gutters	5	2,0	0
C-ROAD-IDEN	31	ROAD ANNOTATION	5	2	0
C-PKNG	32	ALL PARKING LOTS	0	2	0
C-PNKG-STRP	33	PARKING STRIPING, BUMPERS, ETC.	0,4	1	0
L-PLNT-BEDS	34	Planting Beds	0	1	0
L-PLNT-GRND	35	Ground Cover	11	CELLS	CELLS
L-PLNT-PLNT	36	Planting Plants & Flowers	5	CELLS	CELLS
L-PLNT-SHLN	37	Shrub Line	12	CELLS	2
L-PLNTSHRB	38	Shrubs	12	CELLS	CELLS
L-PLNT-IDEN	39	Planting Identification	VARIES	1	0
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
L-PLNT-TRLN	42	Tree Line	2	0	2
L-PLNT-TREE	43	Trees	2	CELLS	CELLS

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L-PLNT-TRID	44	Tree Identification	2	1	0
L-PLNT-TRSZ	45	Tree Size	2	1	0
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
L-PLNT-MEML	49	Memorial Trees Annotation	VARIES	1	0
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
C-USER-51	51	User definable. (Landscape uses for plant pres.)			
C-USER-52	52	User definable. (Landscape uses for water)			
C-USER-53	53	User definable. (Landscape uses for water anno.)			
C-USER-54	54	User definable.			
C-USER-55	55	User definable.			
C-USER-56	56	User definable.			
C-SITE-DRAN	57	DRAINAGE ARROWS	0	1	0
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING	0	0	FT=1
C-SITE-TUNL	59	UNDERGROUND TUNNELS	9	1	2
C-USER-60	60	User definable.			
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
A-USER-63	63	User definable.			

ELECTRICAL - POWER & LIGHTING

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
E-LITE-	4	1/8" LIGHTING FIXTURES	7	CELLS	CELLS
E-LITE-SPCL	5	1/8" SPECIAL FIXTURES	7	CELLS	CELLS
E-LITE-EMER	6	1/8" EMERGENCY LIGHTING FIXTURES	18,7	CELLS	CELLS
E-LITE-EXIT	7	1/8" EXIT FIXTURES	7	CELLS	CELLS
E-LITE-JBSW	8	1/8" HOMERUNS, JBOXES & SWITCHES	7	CELLS	CELLS
E-LITE-IDEN	9	1/8" IDENTIFICATION	7	CELLS	CELLS
E-USER-10	10	User definable.			
E-EMER-LJBS	11	1/8" EMERGENCY HOMERUNS, JBOXES, ETC.	18,7	1,CELLS	0,CELLS
E-EMER-CIRC	12	EMERGENCY WIRING & CONDUITS	18	1	0
E-LITE-CIRC	13	WIRING & CONDUITS	7	1	0
E-LITE-4LIT	14	1/4" LIGHTING FIXTURE	7	CELLS	CELLS
E-LITE-4SPC	15	1/4" SPECIAL LIGHTING FIXTURES	7	CELLS	CELLS
E-LITE-4EMR	16	1/4" EMERGENCY LIGHTING FIXTURES	18,7	CELLS	CELLS
E-LITE-4EXT	17	1/4" EXIT FIXTURES	7	CELLS	CELLS
E-LITE-4JBS	18	1/4" HOMERUNS, JBOXES & SWITCHES	7	CELLS	CELLS
E-LITE-4IDN	19	1/4" IDENTIFICATION	7	1	0
E-USER-20	20	User definable.			
E-EMER-4LJB	21	1/4" EMERG. HOMERUNS, JBOXES, ETC.	18,7	CELLS	CELLS
E-PANL-4IDN	22	1/4" PANEL IDENTIFICATION	89,5,18	1	0
E-PANL-LOWV	23	PANELS - LOW VOLTAGE, ETC.	89	CELLS	CELLS
E-PANL-HIGH	24	PANELS - HIGH VOLTAGE, ETC.	5	CELLS	CELLS

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E-PANL-EMER	25	PANELS - EMERGENCY	18	CELLS	CELLS
E-PANL-IDEN	26	1/8" PANEL IDENTIFICATION	89,5,18	1	0
E-POWR-RCPT	27	1/8" POWER RECEPTACLES	23	CELLS	CELLS
E-EMER-RCPT	28	1/8" EMERGENCY POWER RECEPTACLES	18,23	CELLS	CELLS
E-POWR-MOTR	29	1/8" MOTORS & UTILIZATION EQUIP.	23	CELLS	CELLS
E-POWR-JBSW	30	1/8" HOMERUNS, JBOXES & SWITCHES	23	CELLS	CELLS
E-POWR-IDEN	31	1/8" POWER IDENTIFICATION	23	1	0
E-USER-32	32				
E-EMER-JBSW	33	1/8" EMERG. HOMERUNS, JBOXES, ETC.	18,23	1,CELLS	0,CELLS
E-POWR-CABL	34	POWER CABLE TRAYS, RACEWAYS, ETC.	23	1	0,2
E-POWR-CTPP	35	POWER WIRING & CONDUITS	23	1	2,0
E-EMER-CTPP	36	EMERGENCY WIRING & CONDUITS	18	1	0
E-POWR-4RCP	37	1/4" POWER RECEPTACLES	23	CELLS	CELLS
E-EMER-4RCP	38	1/4" EMERGENCY RECEPTACLES	18,23	CELLS	CELLS
E-POWR-4MTR	39	1/4" MOTORS & ALL UTILIZATION EQUIP.	23	CELLS	CELLS
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
E-POWR-4JBS	42	1/4" POWER HOMERUNS, JBOXES, ETC.	23	CELLS	CELLS
E-POWR-4IDN	43	1/4" POWER IDENTIFICATION	23	1	0
E-USER-44	44	<i>User definable.</i>			
E-EMER-4JBS	45	1/4" EMERG. HOMERUNS, JBOXES, ETC.	18,23	CELLS	CELLS
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
E-USER-49	49	<i>User definable.</i>			
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
E-GRND-51	51	GROUNDING SYSTEMS			
E-GRND-52	52	GROUNDING SYSTEMS			
E-GRND-53	53	GROUNDING SYSTEMS			
I-FURN	54	AOC FURNISHINGS - EDGES			
I-FURN-IDEN	55	AOC FURNISHINGS - IDENTIFICATION			
I-FURN-CLER	56	AOC FURNISHINGS - CLEARANCES			
E-RISR-GRAP	57	RISER DIAGRAMS - GRAPHICS	5,89,18		
E-RISR-TEXT	58	RISER DIAGRAMS - TEXT	5,89,18		
E-REFS-SPEC	59	REFERENCES - SPEC SECTIONS			
E-REFS-CLNG	60	REFERENCES - CEILING LINES			
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
E-3D	62	3D GRAPHICS	3	1	0
E-BLDG-OTLN	63	BUILDING FOOTPRINT			

FIRE PROTECTION

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-LAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING FOOTPRINT			
F-AFFF-CIRC	5	1/8" - FOAM SYSTEM - CIRCUITS	138	1	4,CELLS
F-AFFF-ALRM	6	1/8" - FOAM SYSTEM - ALARMS, DETECTORS	138	CELLS	0,CELLS
F-AFFF-CABS	7	1/8" - FOAM SYSTEM - CABINETS, ETC.	138	CELLS	CELLS
F-AFFF-PIPE	8	1/8" - FOAM SYSTEM - PIPES, DEVICES, ETC.	138	1,3	4,CELLS
F-AFFF-EQPM	9	1/8" - FOAM STANDALONE - EXTINGUISHERS	138	CELLS	CELLS
F-AFFF-NOTE	10	1/8" - FOAM SYSTEM - NOTES	138	0	0
F-AFFF-ZONE	11	1/8" - FOAM SYSTEM - ZONES	138	0	0
F-USER-12	12	User definable.			
F-USER-13	13	User definable.			
F-USER-14	14	User definable.			
F-CO2S-CIRC	15	1/8" - CO2S SYSTEM - CIRCUITS	2	1	4,CELLS
F-CO2S-ALRM	16	1/8" - CO2S SYSTEM - ALARMS, DETECTORS	2	CELLS	0,CELLS
F-CO2S-CABS	17	1/8" - CO2S SYSTEM - CABINETS	2	CELLS	CELLS
F-CO2S-PIPE	18	1/8" - CO2S SYSTEM - PIPING	2	1,3	4,CELLS
F-CO2S-EQPM	19	1/8" - CO2S STANDALONE - EXTINGUISHER	2	CELLS	CELLS
F-CO2S-NOTE	20	1/8" - CO2S SYSTEM - NOTES	2	0	0
F-CO2S-ZONE	21	1/8" - CO2S SYSTEM - ZONES	2	0	0
F-USER-22	22	User definable.			
F-USER-23	23	User definable.			
F-USER-24	24	User definable.			
F-SPRN-CIRC	25	1/8" - SPRINKLER SYSTEM - CIRCUITS	7	1	0,CELLS
F-SPRN-ALRM	26	1/8" - SPRINKLER SYSTEM - ALARMS, DETECT	7	CELLS	0,CELLS
F-SPRN-CABS	27	1/8" - SPRINKLER SYSTEM - CABINETS	7	CELLS	CELLS
F-SPRN-PIPE	28	1/8" - SPRINKLER SYSTEM - PIPES, DEVICES	7	1,3	0,CELLS
F-SPRN-EQPM	29	1/8" - SPRINKLER STANDALONE - EXTING'S	7	CELLS	CELLS
F-SPRN-STAN	30	1/8" - SPRINKLER SYSTEM - STANDPIPES	7	1	0,CELLS
F-SPRN-NOTE	31	1/8" - SPRINKLER SYSTEM - NOTES	7	1	0
F-SPRN-ZONE	32	1/8" - SPRINKLER SYSTEM - ZONES	7	1	0
F-SPRN-EXNG	33	1/8" - SPRINKLER - EXISTING PIPING	7	1	0
F-HALN-NOTE	34	1/8" - HALON SYSTEM - NOTES & ZONES	16	1	0
F-HALN-EQPM	35	1/8" - HALON SYSTEM - CIRCUITS, HOMERUN	16	1	6,CELLS
F-HALN-ALRM	36	1/8" - HALON SYSTEM - ALARMS, DETECTORS	16	CELLS	0,CELLS
F-HALN-CABS	37	1/8" - HALON SYSTEM - CABINETS	16	CELLS	CELLS
F-HALN-PIPE	38	1/8" - HALON SYSTEM - PIPING, DEVICES	16	1,3	6,CELLS
F-HALN-STAN	39	1/8" - HALON - STANDALONE - EXTING'S.	16	CELLS	CELLS
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
F-PROT-SMOK	42	SMOKE DETECTORS, HEAT SENSORS	10	CELLS	CELLS
F-USER-43	43	User definable.			
F-GNRL-COST	44	COST ESTIMATE NOTES	-	-	-
F-PROT-EQPM	45	GENERAL EQUIPMENT	-	-	-
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0

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A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
F-USER-49	49	<i>User definable.</i>			
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
F-USER-51	51	<i>User Definable.</i>	-	-	-
F-USER-52	52	<i>User Definable.</i>	-	-	-
F-USER-53	53	<i>User Definable.</i>	-	-	-
F-USER-54	54	<i>User Definable.</i>	-	-	-
F-USER-55	55	<i>User Definable.</i>	-	-	-
F-USER-56	56	<i>User Definable.</i>	-	-	-
F-REFS-STRC	57	REFERENCE NOTES (Structural)	-	-	-
A-REFS-ENGR	58	REFERENCE NOTES (Mech/Electrical)	-	-	-
F-USER-59	59	<i>User Definable.</i>			
F-USER-60	60	<i>User Definable.</i>			
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
F-USER-63	63	<i>User Definable.</i>			

HVAC PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINE	5	2	0
M-HVAC-5	5	<i>User definable.</i>			
M-HVAC-EQPM	6	MECHANICAL EQUIPMENT	162	CELLS	CELLS
M-HVAC-DOOR	7	EQUIPMENT ACCESS DOORS			
M-HVAC-HOOD	8	HOODS - ALL			
M-HVAC-9	9	<i>User definable.</i>			
M-HVAC-10	10	<i>User definable.</i>	5	2	0
M-HVAC-SDFF	11	GRILLES, DIFFUSERS, REG. - SUPPLY (EXIST)	18	1	2
M-HVAC-SDFN	110	GRILLES, DIFFUSERS, REG. - SUPPLY (NEW)	18	2	0
M-HVAC-SDFD	111	GRILLES, DIFFUSERS, REG. - SUPPLY (DEMO)	18	2	2
M-HVAC-RDFF	12	GRILLES - RETURN (EXIST)	46	1	2
M-HVAC-RDFN	120	GRILLES - RETURN (NEW)	46	2	0
M-HVAC-RDFD	121	GRILLES - RETURN (DEMO)	46	2	2
M-EXHS-CDFF	13	GRILLES - EXHAUST (EXIST)	46	1	2
M-EXHS-CDFN	130	GRILLES - EXHAUST (NEW)	46	2	0
M-EXHS-CDFD	131	GRILLES - EXHAUST (DEMO)	46	2	2
M-HVAC-MDFF	14	GRILLES - MAKEUP (EXIST)	46	1	2
M-HVAC-MDFN	140	GRILLES - MAKEUP (NEW)	46	2	0
M-HVAC-MDFD	141	GRILLES - MAKEUP (DEMO)	46	2	2
M-HVAC-ODFF	15	GRILLES, DIFFUSER, REG. - OTHER (EXIST)	46	1	2
M-HVAC-ODFN	150	GRILLES, DIFFUSER, REG. - OTHER (NEW)	46	2	0
M-HVAC-ODFD	151	GRILLES, DIFFUSER, REG. - OTHER (DEMO)	46	2	2
M-HVAC-SLBL	16	DUCT LABELS - SUPPLY	14	1	FT=1

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M-HVAC-RLBL	17	DUCT LABELS - RETURN	14	1	FT=1
M-HVAC-ELBL	18	DUCT LABELS - EXHAUST	14	1	FT=1
M-HVAC-MLBL	19	DUCT LABELS - MAKEUP	14	1	FT=1
M-HVAC-OLBL	20	DUCT LABELS - OTHER	14	1	FT=1
M-HVAC-21	21	User Definable.	-	-	-
M-HVAC-22	22	User Definable.	-	-	-
M-HVAC-23	23	User Definable.	-	-	-
M-DUAL-EQPM	24	DUAL TEMPERATURE PIPING EQUIP.	0	0	0
M-DUAL-PIPE	25	DUAL TEMPERATURE PIPING	0	0	0
M-HVAC-SDCL	26	DUCT CENTERLINES - SUPPLY	1	0	4
M-HVAC-RDCL	27	DUCT CENTERLINES - RETURN	1	0	4
M-HVAC-EDCL	28	DUCT CENTERLINES - EXHAUST	1	0	4
M-HVAC-MDCL	29	DUCT CENTERLINES - MAKEUP	1	0	4
M-HVAC-ODCL	30	DUCT CENTERLINES - OTHER	1	0	4
M-HVAC-SUPP	31	DUCT FITTINGS/EDGES - SUPPLY (EXIST)	20	1	2
M-HVAC-SUPN	310	DUCT FITTINGS/EDGES - SUPPLY (NEW)	20	2	0
M-HVAC-SUPD	311	DUCT FITTINGS/EDGES - SUPPLY (DEMO)	20	2	2
M-HVAC-RETN	32	DUCT FITTINGS/EDGES - RETURN (EXIST)	12	1	2
M-HVAC-RTNN	320	DUCT FITTINGS/EDGES - RETURN (NEW)	12	2	0
M-HVAC-RETD	321	DUCT FITTINGS/EDGES - RETURN (DEMO)	12	2	2
M-EXHS-DUCT	33	DUCT FITTINGS/EDGES - EXHAUST (EXIST)	12	1	2
M-EXHS-DUCN	330	DUCT FITTINGS/EDGES - EXHAUST (NEW)	12	2	0
M-EXHS-DUCD	331	DUCT FITTINGS/EDGES - EXHAUST (DEMO)	12	2	2
M-HVAC-MKUP	34	DUCT FITTINGS/EDGES - MAKEUP (EXIST)	12	1	2
M-HVAC-MKUN	340	DUCT FITTINGS/EDGES - MAKEUP (NEW)	12	2	0
M-HVAC-MKUD	341	DUCT FITTINGS/EDGES - MAKEUP (DEMO)	12	2	2
M-HVAC-OTHR	35	DUCT FITTINGS/EDGES - OTHER (EXIST)	12	1	2
M-HVAC-OTHN	350	DUCT FITTINGS/EDGES - OTHER (NEW)	12	2	0
M-HVAC-OTHD	351	DUCT FITTINGS/EDGES - OTHER (DEMO)	12	2	2
M-HVAC-LING	36	DUCT LINING	5	1	0
M-HVAC-INSL	37	DUCT INSULATION	6	1	0
A-PLAN-NOTE	38	Architectural Reference Notes			
E-PLAN-NOTE	39	Electrical Reference Notes	4	0	2
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
M-HVAC-DEVC	42	DEVICE SYMBOLOGY			
M-ANNO-KEYN	43	KEYNOTES & SPECIFICATIONS SECTIONS.			
M-FUEL-OGEP	44	FUEL SYSTEM PIPING & VALVES			
M-CONT-INST	45	CONTROLS & INSTRUMENTATION	10	CELLS	CELLS
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULE GRAPHICS & NOTES			
M-HVAC-49	49	User definable.			
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	STYLE
M-CWTR-PIPE	51	CHILLED WATER PIPING - SUPPLY (EXIST)	148	3	-CHWS-
M-CWTR-PIPN	510	CHILLED WATER PIPING - SUPPLY (NEW)	148	4	-CHWS-
M-CWTR-PISD	511	CHILLED WATER PIPING - SUPPLY (DEMO)	148		-CHWS-
M-CWTR-PIRE	512	CHILLED WATER PIPING - RETURN (EXIST)	148	3	-CHWR-

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M-CWTR-PIRN	513	CHILLED WATER PIPING - RETURN (NEW)	148	4	-CHWR-
M-CWTR-PIRD	514	CHILLED WATER PIPING - RETURN (DEMO)	148		-CHWR-
M-CWTR-EQPM	52	CHILLED WATER EQUIPMENT	148	CELLS	CELLS
M-CWTR-IDEN	53	CHILLED WATER IDENTIFICATION	64	1	FT=1
M-HWTR-PIPE	54	HEATING WATER PIPING - SUPPLY (EXIST)	136	3	-HWS-
M-HWTR-PIPN	540	HEATING WATER PIPING - SUPPLY (NEW)	136	4	-HWS-
M-HWTR-PIPD	541	HEATING WATER PIPING - SUPPLY (DEMO)			-HWS-
M-HWTR-PIRE	542	HEATING WATER PIPING - RETURN (EXIST)	136	3	-HWR-
M-HWTR-PIRN	543	HEATING WATER PIPING - RETURN (NEW)	136	4	-HWR-
M-HWTR-PIRD	544	HEATING WATER PIPING - RETURN (DEMO)			-HWR-
M-HWTR-EQPM	55	HEATING WATER EQUIPMENT	136	CELLS	CELLS
M-HWTR-IDEN	56	HEATING WATER IDENTIFICATION	64	1	FT=1
M-STEM-CONP	57	STEAM CONDENSATE PIPING	154	3	-LPR-
M-STEM-LPIP	58	LOW PRESSURE STEAM PIPING	48	3	-LPS-
M-STEM-HPIP	59	HIGH PRESSURE STEAM PIPING	40	2	HPR,HPS
M-STEM-EQPM	60	STEAM EQUIPMENT	48	CELLS	CELLS
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
M-STEM-IDEN	63	STEAM IDENTIFICATION	64	1	FT=1

LANDSCAPE

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-LAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINES	12	2	0
C-BLDG-IDEN	5	BUILDING IDENTIFICATION	12	2	0
L-USER-6	6	User definable.			
C-SITE-FENC	7	Fences	4	2	Varies
C-SITE-IDEN	8	Site Improvements Annotation	0	1	0
C-SITE-IMPR	9	Site Improvements	7	0,1	0
C-SITE-SIGN	10	Signs	7	0,1	0
C-SITE-WALK	11	Walks & Trails	9	2	Varies
L-SITE-POOL	12	POOLS & FOUNTAINS	7	1	0
C-SITE-BRDG	13	Bridges	1	1	0
L-SITE-STEP	14	STEPS	0	1	0
C-PROP-SURV	15	Survey Information - Prop. Lines	4	2	2
C-PROP-BRNG	16	Bearings & Distances	0	2	0
C-PROP-CONS	17	Construction Lines W/ Anno.	0	2	0
C-PROP-ESMT	18	Easements W/ Anno.	7	2	0
C-PROP-RWAY	19	Right of Way W/ Anno	7	2	0
C-TOPO-BORE	20	Soil Boring Layout			
C-TOPO-MAID	21	Major Contours - Annotation	3	2	0
C-TOPO-MAJR	22	Major Contours	3	3	0
C-TOPO-MIID	23	Minor Contours - Annotation	0	2	0
C-TOPO-MINR	24	Minor Contours	0	2	0

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C-TOPO-RWAL	25	Retaining Walls	4	2	0
C-TOPO-SLID	26	Cut-fill Slopes - Annotation	0	0	0
C-TOPO-SLOP	27	Cut-fill Slopes	0	2	0
C-TOPO-SPOT	28	Spot Elevations	7	2	0
C-TOPO-XSPT	29	Profiles & Cross-sections	4	2	0
C-ROAD	30	All Roads	5	2	0
C-ROAD-IDEN	31	Road Annotation	5	2	0
C-PKNG	32	All Parking Lots	0	2	0
C-PKNG-STRP	33	Parking Striping, Bumpers, Etc.	0,4	1	0
L-PLNT-BEDS	34	PLANTING BEDS	0	1	0
L-PLNT-GRND	35	GROUND COVER	11	CELLS	CELLS
L-PLNT-PLNT	36	PLANTING PLANTS & FLOWERS	5	CELLS	CELLS
L-PLNT-SHLN	37	SHRUB LINE	12	CELLS	2
L-PLNTSHRB	38	SHRUBS	12	CELLS	CELLS
L-PLNT-IDEN	39	PLANTING IDENTIFICATION	VARIES	1	0
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
L-PLNT-TRLN	42	TREE LINE	2	0	2
L-PLNT-TREE	43	TREES	2	CELLS	CELLS
L-PLNT-TRID	44	TREE IDENTIFICATION	2	1	0
L-PLNT-TRSZ	45	TREE SIZE	2	1	0
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
L-PLNT-MEML	49	MEMORIAL TREES ANNOTATION	VARIES	1	0
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
L-PLNT-PRES	51	Plants (Presentations)	VARIES	CELLS	CELLS
L-SITE-WATR	52	WATER FEATURES (Streams, rivers, etc.)	7	0	1
L-SITE-WANN	53	WATER FEATURES - ANNOTATION	7	1	0
L-USER-54	54	User definable.			
L-USER-55	55	User definable.			
L-USER-56	56	User definable.			
C-SITE-DRAIN	57	Drainage Arrows	0	1	0
E-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING	0	0	0
C-SITE-TUNL	59	UNDERGROUND TUNNELS	9	1	2
L-USER-60	60	User definable.			
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
L-USER-63	63				

PLUMBING FLOOR PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING FOOTPRINT	12	2	0
	5				
	6				
	7				
	8				
	9				
P-ACID-PIPE	10	ACID, ALKALINE, OIL WASTE	4	2	ACID
P-GAS-PIPE	11	GAS PIPING	4	2	G
	12				
	13				
	14				
P-DOMW-HPIP	15	DOMESTIC PIPING - HOT	3	2	HWR
P-DOMW-CPIP	16	DOMESTIC PIPING - COLD	2	2	4
P-DOMW-RPIP	17	DOMESTIC PIPING - RECIRCULATION	3,2	1	0
P-DMOW-EQPM	18	DOMESTIC WATER EQUIPMENT			
P-DOMW-IDEN	19	DOMESTIC IDENTIFICATION			
P-DRKG-PIPE	20	DRINKING WATER	2	2	DWS,DWR
P-DRKG-IDEN	21	DRINKING WATER IDENTIFICATION	2	1	0
	22				
	23				
	24				
P-SANR-PIPE	25	SANITARY DRAINAGE PIPING	10	2	SAN
P-SANR-VENT	26	SANITARY VENTS	10	2	3
P-SANR-EQPM	27	SANITARY EQUIPMENT	10	2	CD
P-SANR-FLDR	28	SANITARY FLOOR DRAINS & C.O.	10	1	0
P-SANR-IDEN	29	SANITARY DRAINAGE IDENTIFICATION			
P-SANR-FIXT	30	PLUMBING FIXTURES	2	CELLS	CELLS
P-FIXT-IDEN	31	PLUMBING FIXTURES IDENTIFICATION	2	1	0
	32				
	33				
	34				
P-STRM-PIPE	35	STORM DRAINAGE	4	2	ST
P-STRM-RFDR	36	ROOF DRAINS	4	1	0
P-STRM-IDEN	37	STORM DRAINAGE IDENTIFICATION			
P-EQPM	38	MISC. PLUMBING EQUIPMENT			
P-	39				
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
	42				
	43				
	44				
	45				
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0

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A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
	49				
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	STYLE
	51				
	52				
	53				
	54				
	55				
	56				
S-REFS-STRC	57	REFERENCE NOTES - STRUCTURAL			
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING	0	0	FT=1
P-ANNO-KEYN	59	KEYNOTES & SPEC. SECTION NUMBERS	0	1	0
A-WALL-CNTR	60	WALL CENTERLINES (APPLICATION)	1	0	4
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
P-ANNO-PATT	63	PLUMBING PATTERNS			

STRUCTURAL PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINE (footprint)	6	1	0
S-FNDN-FTNG	5	FOOTINGS	4	1	3
A-FLOR-OTLN	6	EXTERIOR PERIMETER SHAPE	6	1	0
S-FNDN-CPGB	7	COLUMN PEDESTALS, GRADE BEAMS	4	1	0
S-FNDN-RBAR	8	FOUNDATION REINFORCING	2	2	4
S-FNDN-PILE	9	PILES - SHEET, STEEL, CONCRETE, ETC.	4	1	0
S-GRID*	10	COLUMN GRID (CENTERLINES)	2	0	4
S-GRID-IDEN	11	COLUMN GRID TAGS	2	1	0
S-COLS	12	COLUMNS (CONCRETE & STEEL)	2	CELLS	CELLS
S-COLS-DIMS	13	COLUMN CENTERLINE DIMENSIONS	0	0	0
S-COLS-IDEN	14	COLUMN TAGS	0	1	0
S-WALL	15	EXTERIOR WALLS & PARTITIONS	140	0	0
S-USER-16	16	User Definable.			
S-JNTS-CTRL	17	JOINTS - CONTROL & EXPANSION	7	1	0
S-FRAM-SHFT	18	SHAFTS & DECK OPENINGS	3	0	0
S-GRAT	19	GRATING, CATWALKS, ETC.	9	0	0
S-STRS-FRAM	20	STAIRS FRAMING	2	1	0
S-STRS-RBAR	21	STAIR REINFORCING	2	1	0
S-STRS-LADD	22	LADDERS, LADDER HANDRAILS, GUARDRAILS	2	1	0
S-WALL-NONL	23	WALLS - INTERIOR NON-LOAD-BEARING	140	1	0
S-WALL-LOAD	24	WALLS - INTERIOR LOAD-BEARING	140	1	0
S-BRAC-SHEA	25	WALLS - SHEAR	140	1	0
S-WALL-RBAR	26	WALLS - REINFORCEMENT	4	2	0

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S-BRAC-LATL	27	BRACING - LATERAL	4	2	0
S-BRAC-VERT	28	BRACING - VERTICAL	4	2	0
S-SPPT-MISC	29	DEMOLITION - WALLS, ETC.	7	1	3
S-BEAM	30	BEAMS & GIRDERS	5	2	0
S-BEAM-CNTR	31	BEAM & GIRDER CENTERLINES	1	0	7
S-JOIS	32	OPEN WEB JOISTS & JOIST BRIDGING	15	2	0/4
S-ROOF-PRLN	33	ROOF PURLINS & WALL GIRTS	9	1	3
S-TRUS-UNIT	34	TRUSSES	15	2	0
S-FRAM-TCON	35	CONCRETE TEES & PLANK	4	1	0
S-MISC-METL	36	MISCELLANEOUS METALS	5	2	0
S-SPPT-MISC	37	MISC. FASTENERS, BOLTS, PLATES, ETC.	2	2	0
A-FLOR-CURB	38	CURBS, PADS, RAISED SLAB AREAS	0	1	0
S-DECK-WAFL	39	WAFFLE SLAB INDICATIONS	9	1	2
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
S-ANNO-ELEV	42	ELEVATIONS	3	1	FT=1
S-ANNO-FLOR	43	FLOOR DECK & ANNOTATION	2	1	FT=1
S-ANNO-ROOF	44	ROOF DECK & ANNOTATION	2	1	FT=1
A-ANNO-ROOM	45	ROOM NUMBERS	0	1	FT=1
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
S-FLOR-GRPH	49	FINISH FLOOR LINES & TARGETS	3	CELLS	CELLS
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
S-ANNO-DIM2	51	SECONDARY DIMENSIONS & WITNESS LINES	0	0	Style
S-STRC-52	52	User Definable.			
S-STRC-53	53	User Definable.			
S-STRC-54	54	User Definable.			
S-STRC-55	55	User Definable.			
S-STRC-56	56	User Definable.			
S-REFS-ARCH	57	REFERENCE NOTES, ARCHITECTURAL	9	1	FT=1
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING	0	0	FT=1
S-ANNO-KEYN	59	Keynotes and Specification Numbers	3	1	FT=1
A-WALL-CNTR	60	Wall Centerlines	1	0	3
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
S-ANNO-PATT	63	ALTERNATE PATTERN LEVEL			

TELECOMMUNICATIONS PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINE (Footprint)	7	4	0
T-USER-5	5	User definable.			
T-SOUN-8DEV	6	SOUND / PA - DEVICE (1/8)	17	CELLS	CELLS
T-SOUN-NOTE	7	SOUND / PA - NOTES (1/8)	17	1	0

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T-SOUN-4DEV	8	SOUND / PA - DEVICES (1/4)	17	CELLS	CELLS
T-SOUN-CIRC	9	SOUND / PA - CIRCUITS	17	1	7
T- USER-10	10	User definable.			
T- PHON-OPCC	11	TELEPHONE - CAMPUS (1/8)	157	-	-
T- PHON-8NOT	12	TELEPHONE - LABEL/NOTE (1/8)	157	VARIES	VARIES
T-PHON-8DEV	13	TELEPHONE - DEVICE (1/8)	157	CELLS	CELLS
T-PHON-PANL	14	TELEPHONE - PANELS	157	CELLS	CELLS
T-PHON-4DEV	15	TELEPHONE - DEVICE (1/4)	157	CELLS	CELLS
T-PHON-4NOT	16	TELEPHONE - LABELS/NOTE (1/4)	157	1	0
T-PHON-CIRC	17	TELEPHONE - CABLES & CIRCUITS	157	1,2,4	0,5
T-USER-18	18	User definable.			
T-USER-19	19	User definable.			
T-CCTV-8DEV	20	TELEVISION - TRUNK DEVICE (1/8)	24	CELLS	CELLS
T-CCTV-8CIR	21	TELEVISION - TRUNK CIRCUIT (1/8)	VARIES	1,2,4	0,3,4,6
T-CCTV-8NOT	22	TELEVISION - TRUNK NOTES (1/8)	24	1	0
T-CCTV-TEXT	23	TELEVISION - TRUNK & DIST. TEXT	24	1	0
T-CCTV-4DEV	24	TELEVISION - DISTRIBUTION DEVICE (1/4)	36	CELLS	CELLS
T-CCTV-4CIR	25	TELEVISION - DISTRIBUTION CIRCUIT (1/4)	VARIES	1,2	
T-CCTV-4NOT	26	TELEVISION - DISTRIBUTION NOTES (1/4)	36	1	0
T-CNDT-CAMP	27	CONDUIT - CAMPUS - ALL TYPES	20	8	0,2
T-CNDT-INRD	28	CONDUIT - INTERDUCT - CAMPUS - ALL TYPES	67	8	0,2
T-CNDT-BLDG	29	CONDUIT - CONDUIT & INTERDUCT - BLDG.	9,20,67,9	VARIES	VARIES
T-CAMP-CIRC	30	DATA / LAN - CAMPUS CIRCUITS - COPPER	27	VARIES	VARIES
T-DATC-8NOT	31	DATA / LAN - NOTES - COPPER (1/8)	27	1	0
T-DATC-8DEV	32	DATA / LAN - DEVICES - COPPER (1/8)	27	CELLS	CELLS
T-DATC-PANL	33	DATA / LAN - PANELS - COPPER	27	CELLS	CELLS
T-DATC-4DEV	34	DATA / LAN - DEVICES - COPPER (1/4)	27	CELLS	CELLS
T-DATC-4NOT	35	DATA / LAN - NOTES - COPPER (1/4)	27	1	0
T-DATC-CIRC	36	DATA / LAN - CIRCUITS - COPPER	27	1,2,4	0,5
T-DATF-CMPF	37	DATA / LAN - CAMPUS CIRCUITS - FIBER	42	VARIES	VARIES
T-DATF-8NOT	38	DATA / LAN - NOTES - FIBER (1/8)	42	1	0
T-DATF-8DEV	39	DATA / LAN - DEVICES - FIBER (1/8)	42	CELLS	CELLS
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
T-DATF-PANL	42	DATA / LAN - PANELS - FIBER	42	CELLS	CELLS
T-DATF-4DEV	43	DATA / LAN - DEVICES - FIBER (1/4)	42	CELLS	CELLS
T-DATF-4NOT	44	DATA / LAN - NOTES - FIBER (1/4)	42	1	0
T-DATF-CIRC	45	DATA / LAN - CIRCUITS & CABLE - FIBER	42	1,2,4	0,5
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
T-USER-49	49	User definable.			
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
T-CLOK-CIRC	51	CLOCK/BELL - CIRCUITS	219	-	-
T-CLOK-8DEV	52	CLOCK/BELL - DEVICES (1/8)	219	CELLS	CELLS
T-CLOK-8NOT	53	CLOCK/BELL - NOTES (1/8)	219	1	0
T-CLOK-4DEV	54	CLOCK/BELL - DEVICES (1/4)	219	CELLS	CELLS
T-CLOK-4NOT	55	CLOCK/BELL - NOTES (1/4)	219	1	0

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T-RESV-56	56	RESERVED - SECURITY			
T-RESV-57	57	RESERVED - SECURITY			
A-ANNO-ENGR	58	REFERENCE NOTES - ENGINEERING	0	0	FT=1
T-RESV-59	59	RESERVED - SECURITY			
T-RESV-60	60	RESERVED - SECURITY			
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
T-PTRN*	63	ALTERNATE PATTERNS	0	0	0

UTILITIES PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINES (Footprints)	12	2	0
U-SITE-PRIM	5	ELECTRIC SERVICE - ALL PRIMARIES	5	2	0
U-SITE-SCND	6	ELECTRIC SERVICE - ALL SECONDARY	4	2	0
U-SITE-LITE	7	ELECTRIC SERVICE - ALL LIGHTING LINES	4	2	0
U-SITE-LITX	8	ELECTRIC SERVICE - ALL LIGHTING FIXTURES	4	CELLS	CELLS
U-SITE-DEVC	9	ELECTRIC SERVICE - METERS, GROUNDS, ...	5	2	0
U-SITE-DUCT	10	ELECTRIC SERVICE - DUCTBANKS	2	1	0
U-SITE-JUNC	11	ELECTRIC SERVICE - J. BOXES & MANHOLES	3	CELLS	CELLS
U-SITE-TRAN	12	ELECTRIC SERVICE - ALL TRANSFORMERS	5	2	0
U-SITE-ABDN	13	ELECTRIC SERVICE - ABANDONED LINES	5	2	2
U-USER-14	14	User definable.			
U-POLE	15	ALL POLE INFORMATION & Traffic controls	2 & 23	1	0
U-GUYW	16	ALL GUY WIRES	2	1	0
U-TELE	17	ALL TELEPHONE INFORMATION.	7	1	0
U-SANR-PIPE	18	SANITARY PIPES	9	1	2
U-SANR-MNHL	19	SANITARY MANHOLES	9	1	0
U-DOMW	20	DOMESTIC WATER - ALL PIPING INFO.	1	2	2
U-DOMW-DEVC	21	DOMESTIC WATER - CONNECTORS, VALVES, ..	1	CELLS	CELLS
U-DOMW-JUNC	22	DOMESTIC WATER - J. BOXES & MANHOLES	1	1	0
U-DOMW-PITS	23	DOMESTIC WATER - ALL PIT INFO.	1	1	0
	24	Grates & Gratings	54	0	Cells
U-HTCW	25	HOT/COLD WATER - ALL PIPING INFO.	15	2	2
U-HTCW-DEVC	26	HOT/COLD WATER - CONNECTORS, VALVES, ..	15	CELLS	CELLS
U-HTCW-JUNC	27	HOT/COLD WATER - J. BOXES & MANHOLES	15	1	0
U-HTCW-PITS	28	HOT/COLD WATER - ALL PIT INFO.	15	1	0
	29				
U-GASP	30	GAS UTILITIES - ALL PIPING INFO.	10	2	2
U-GASP-DEVC	31	GAS UTILITIES - CONNECTORS, VALVES, ..	10	CELLS	CELLS
U-GASP-JUNC	32	GAS UTILITIES - J. BOXES & MANHOLES	10	1	0
U-GASP-PITS	33	GAS UTILITIES - ALL PIT INFO.	10	1	0
	34				
U-FUEL	35	FUEL SYSTEMS - ALL PIPING INFO	10	2	2
U-FUEL-DEVC	36	FUEL SYSTEMS - CONNECTORS, VALVES, ..	10	CELLS	CELLS

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U-FUEL-JUNC	37	FUEL SYSTEMS - J. BOXES & MANHOLES	10	1	0
U-FUEL-PITS	38	FUEL SYSTEMS - ALL PIT INFO.	10	1	0
U-USER-39	39	<i>User definable.</i>			
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
U-IRRG-PIPE	42	<i>IRRIGATION PIPES & Control Box</i>	7 / 134	1	0
U-IRRG-SPKL	43	<i>IRRIGATION SPRINKLER HEADS</i>	1	1	0
C-FIRE	44	<i>Fire Protection - Hydrants, connections</i>	4	2	0
C-FIRE-UNDR	45	<i>Fire Protection - Underground lines</i>	4	2	4
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
U-USER-49	49	<i>User definable.</i>			
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
U-USER-51	51	<i>User definable.</i>			
U-USER-52	52	<i>User definable.</i>			
U-USER-53	53	<i>User definable.</i>			
U-USER-54	54	<i>User definable.</i>			
U-USER-55	55	<i>User definable.</i>			
U-STRM-UNDR	56	<i>STORM DRAINS (PIPING) & Cleanouts</i>	7 / 134	2	1
U-STRM-MNHL	57	<i>STORM MANHOLES</i>	7	2	1
A-ANNO-ENGR	58	<i>REFERENCE NOTES - ENGINEERING</i>	0	0	FT=1
C-SITE-TUNL	59	<i>Underground Tunnels</i>	9	1	2
U-STEM-MNHL	60	STEAM MANHOLES			
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
U-USER-63	63				

SECURITY PLANS

Name	Level	Description	Color	Weight	Code
A-ANNO-TTLB	1	DRAWING SHEET EDGE & LINES	6	CELLS	CELLS
A-PLAN-KEYP	2	GRAPHIC SCALES & NORTH ARROWS	3,4	CELLS	CELLS
A-ANNO-TEXT	3	TITLE BLOCK TEXT	3,0	CELLS	CELLS
A-BLDG-OTLN	4	BUILDING OUTLINE (Footprint)	12	2	0
QY-FLOR-AREA	5	ROOM PERIMETERS	57	2	0
QY-FLOR-OTLN	6	EXTERIOR FLOOR PERIMETER	7	2	0
QY-USER-7	7	<i>User definable.</i>			
QY-USER-8	8	<i>User definable.</i>			
QY-USER-9	9	<i>User definable.</i>			
QY-USER-10	10	<i>User definable.</i>			
QY-ACCC-EXTR	11	ACCESS CONTROL - EXT. MOUNTED DEV.	2	1	0
QY-ACCC-PANL	12	ACCESS CONTROL - UNITS/PANELS	2	1	0
QY-ACCC-WALL	13	ACCESS CONTROL - WALL-MTD. DEVICES	2	1	0
QY-ANCN-PANL	14	ANNUNCIATION - CONTROL UNIT/PANEL	2	1	0
QY-ANCN-RESN	15	ANNUNCIATION - REMOTE STATIONS	2	1	0
QY-USER-16	16	<i>User definable.</i>			
QY-BARR-FENC	17	BARRIERS - FENCES/GATES	5	2	0
QY-BARR-SENS	18	BARRIERS - SENSORS	2	1	0

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QY-BARR-WALL	19	BARRIERS - WALLS	5	5	0
QY-DEMO-HAZM	20	DEMOLITION - HAZARDOUS MATERIALS	5	2	0
QY-COMM-CLNG	21	COMMUNICATION - CEILING MTD.	2	1	0
QY-COMM-INTC	22	COMMUNICATION - INTERCOM/SPEAKERS	2	1	0
QY-COMM-PANL	23	COMMUNICATION - PANELS	2	1	0
QY-COMM-WALL	24	COMMUNICATION - WALL MTD.	2	1	0
QY-USER-25	25	<i>User definable.</i>			
QY-SWCH-FLSH	26	SECURITY SWITCH - FLUSH MTD.	2	1	0
QY-SWCH-SURF	27	SECURITY SWITCH - SURFACE MTD.	2	1	0
QY-USER-28	28	<i>User definable.</i>			
QY-USER-29	29	<i>User definable.</i>			
QY-SENS-BURD	30	SENSORS - BURIED	2	1	2
QY-SENS-CLNG	31	SENSORS - CEILING MTD.	2	1	0
QY-SENS-FLOR	32	SENSORS - FLOOR MTD.	2	1	0
QY-SENS-GLAS	33	SENSORS - GLASS/FOIL MTD.	2	1	0
QY-SENS-PANL	34	SENSORS - CONTROL UNITS/PANELS	2	1	0
QY-SENS-WALL	35	SENSORS - WALL MTD.	2	1	0
QY-USER-36	36	<i>User definable</i>			
QY-USER-37	37	<i>User definable.</i>			
QY-USER-38	38	<i>User definable.</i>			
QY-USER-39	39	<i>User definable.</i>			
A-ANNO-SYMB	40	SYMBOLS, BUBBLES, TARGETS, ETC.	2,3	CELLS	CELLS
A-ANNO-MATC	41	MATCH, BREAK, & CENTERLINES	3	4/0/0	0/4
QY-LITE-CLNG	42	SECURITY LIGHTING - CEILING MTD.	2	1	0
QY-LITE-PLOE	43	SECURITY LIGHTING - POLE MTD.	2	1	0
QY-LITE-WALL	44	SECURITY LIGHTING - WALL MTD.	2	1	0
QY-USER-45	45	<i>User definable.</i>			
A-ANNO-NOTE	46	NOTES, MISC. TEXT & LEADER LINES	3	1	0
A-DETL-TITL	47	DETAIL TITLES, SCALES, & BUBBLES	3	CELLS	CELLS
A-ANNO-SCHD	48	LEGEND & SCHEDULES (LINES & TEXT)	0,6	CELLS	CELLS
QY-USER-49	49	<i>User definable.</i>			
A-ANNO-DIMS	50	DIMENSIONS & WITNESS LINES	4,0	1,0	Style
QY-LOCK-ELEC	51	LOCKING DEVICES - ELECTRICAL	2	1	VARIES
QY-LOCK-MANL	52	LOCKING DEVICES - MANUAL	2	1	VARIES
QY-WIRE-SYST	53	SECURITY WIRING & CIRCUITS	1	0	VARIES
QY-STAT-DEMO	54	STATUS - DEMOLITION	5	2	2
QY-STAT-EXST	55	STATUS - EXISTING TO REMAIN	4	2	0
QY-STAT-FTUR	56	STATUS - FUTURE WORK	4	2	7
QY-STAT-MOVE	57	STATUS - ITEMS TO BE MOVED	5	2	5
QY-STAT-NEWW	58	STATUS - NEW WORK	7	3	0
QY-STAT-RELO	59	STATUS - RELOCATED ITEMS	1	0	2
QY-STAT-TEMP	60	STATUS - TEMPORARY	7	3	4
A-ANNO-NPLT	61	NON-PLOT - CONSTRUCTION LINES	6	0	0
A-ANNO-REVS	62	ADDENDA NOTES & BULLETINS	3	1	0
QY-ANNO-PATT	63	PATTERNS	0	0	0

PROJECT ESTIMATE (SMALL PROJECTS)

Project File Number: _____ Project Type: _____ Budget: _____

Title: _____

Construction (Contract):

Building Cost (Sq.ft unit cost): _____
Demolition (Sq.ft. Unit cost): _____
Construction Contingency (25%) _____
Other: _____

Total Construction Contract: _____

Equipment & Furnishings:

Equipment/Furnishings: _____
Other: _____

Total Equipment & Furnishings: _____

Project Expenses:

Relocated Parking: _____
Construction Compound: _____
Other Special Costs: _____

Total Project Expenses: _____

Professional/Support Fees:

A/E Fees: _____
Government Consultants: _____
Construction Management (8%) _____
Testing & Fees: _____

Total Professional/Support Fees: _____

Total Project Budget: _____

PROJECT ESTIMATE SUMMARY (Schematic Phase)

Project File Number: _____ Anticipated Construction Dates: _____
 Title: _____
 A/E: _____ Date of Est.: _____

Division of Work	Quantity	Unit Rate	Total	Cost/ Sq.Ft.	% of Cost
A Substructure	_____	CF	_____	_____	_____
B Shell	_____	_____	_____	_____	_____
Superstructure	_____	_____	_____	_____	_____
Exterior Closure	_____	SF	_____	_____	_____
Roofing	_____	SF	_____	_____	_____
C Interiors	_____	SF	_____	_____	_____
D Services	_____	_____	_____	_____	_____
Conveying Systems	_____	Stories	_____	_____	_____
HVAC	_____	MCF	_____	_____	_____
Plumbing	_____	SF	_____	_____	_____
Fire Suppression	_____	SF	_____	_____	_____
Electrical	_____	_____	_____	_____	_____
<i>Service & Distribution</i>	_____	SF	_____	_____	_____
<i>Lighting & Power</i>	_____	SF	_____	_____	_____
<i>Special Electrical</i>	_____	SF	_____	_____	_____
E Equipment & Furnishings	_____	SF	_____	_____	_____
F Other Building Construction	_____	SF	_____	_____	_____
HazMat	_____	SF	_____	_____	_____
G Building Sitework	_____	SF	_____	_____	_____
Sub-Totals:	_____	_____	_____	_____	_____
Markups	_____	_____	_____	_____	_____
Off Hours Costs (define)	_____	_____	_____	_____	_____
Labor Burden	_____	%	_____	_____	_____
SC OH&P	_____	%	_____	_____	_____
GC OH&P	_____	%	_____	_____	_____
Design Contingency (20%)	_____	%	_____	_____	_____
Escalat'n to Const. Midpoint	_____	%	_____	_____	_____
Total Construction (Est. Bid):	_____	_____	_____	_____	_____
Construction Contingency	_____	%	_____	_____	_____
A/E Professional Services	_____	%	_____	_____	_____
Construction Management	_____	%	_____	_____	_____
Gov't. Testing & Inspect.	_____	%	_____	_____	_____
Total Project Costs	_____	_____	_____	_____	_____

PROJECT ESTIMATE SUMMARY (Design Development)

Project File Number: _____ Anticipated Construction Dates.: _____
 Title: _____
 A/E: _____ Date of Est.: _____

Division of Work		Quantity	Unit Rate	Total	Cost/ Sq.Ft.	% of Cost
A	SUBSTRUCTURE					
A1011	Standard Foundations		SF			
A1020	Special Foundations		LF			
A1030	Slab on Grade		SF			
A2010	Basement Excavation		CF			
A2020	Basement Walls		SF			
B	SHELL					
B1010	Floor Construction		SF			
B1020	Roof Construction		SF			
B2010	Exterior Walls		SF			
B2020	Exterior Windows		SF			
B2030	Exterior Doors		SF			
B3010	Roof Coverings		SF			
B3020	Roof Openings		SF			
C	INTERIORS					
C1010	Interior Partitions		SF			
C1020	Interior Doors		SF			
C1030	Interior Specialties		SF			
C2010	Stair Construction		FLT			
C2020	Stair Finishes					
C3010	Interior Wall Finishes		SF			
C3020	Interior Floor Finishes		SF			
C3030	Interior Ceiling Finishes		SF			
D	SERVICES					
D10	Conveying System		STORY			
D2010	Plumbing Fixtures		FIXT			
D2020	Domestic Water Dist.					
D2030	Sanitary Waste Systems					
D2040	Rain Water Drainage Sys.					
D2050	Special Plumbing Fixtures					
D3010	Fuel Supply Systems					
D3020	Heat Generation Sys.					
D3030	Heat Rejection Sys.					

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Division of Work		Quantity	Unit Rate	Total	Cost/ Sq.Ft.	% of Cost
D3040	Heat Distribution Sys.					
D3050	Heat Transfer					
D3060	HVAC Controls Instrument.					
D3070	Spec. HVAC Sys. & Equip.					
D3080	HVAC Test, Adj. & Balance					
D40	Fire Protection Systems					
D5010	Electrical Service & Dist.					
D5020	Lighting & Branch Wiring					
D5030	Comm. & Security Sys,					
D5040	Special Electrical Sys.		FIXT			
D5050	Elect. Controls & Instruments		SF			
D5060	Electrical Testing		SF			
E	EQUIPMENT & FURNISHINGS					
E10	Equipment					
E20	Furnishings					
F	OTHER BUILDING CONSTRUCTION					
F10	Special Construction					
F20	Selective Demolition					
	HazMat					
G	BUILDING SITEWORK					
G	Site Preparation					
G20	Site Improvements					
G30	Site Plumbing Utilities					
G40	Site HVAC Utilities					
G50	Site Electrical Utilities					
G60	Other Site Construction					
Markups:						
	Off Hours Cost (define)		%			
	Labor Burden		%			
	SC OH&P		%			
	GC OH&P		%			
	Design Contingency (20%)		%			
	Escalat'n to Const. Midpoint		%			
Total Construction Costs:						
	Construction Contingency		%			
	Professional Services		%			
	Construction Management		%			
	Gov't. Testing & Inspect.		%			
Total Project Costs:						

PROJECT ESTIMATE SUMMARY (Construction Documents)
(Sample Work Breakdown - Define Work Items to Suit Project)

Project File Number: _____ Anticipated Construction Dates: _____
Title: _____
A/E: _____ Date of Est: _____

Division of Work		Quantity	Unit Rate	Total	Cost/ Sq. ft.	% of Cost
A	SUBSTRUCTURE					
A10	FOUNDATIONS					
A1010	Standard Foundations					
A1020	Special Foundations					
A1030	Slabs on Grade					
A20	BASEMENT CONSTRUCTION					
A2010	Basement Excavation					
A2020	Basement Walls					
B	SHELL					
B10	SUPERSTRUCTURE					
B1010	Floor Construction					
B1020	Roof Construction					
B20	EXTERIOR CLOSURE					
B2010	Exterior Walls					
B2020	Exterior Windows					
B2030	Exterior Doors					
B30	ROOFING					
B3010	Roof Coverings					
B3020	Roof Openings					
C	INTERIORS					
C10	INTERIOR CONSTRUCTION					
C1010	Interior Partitions					
C1020	Interior Doors					
C1030	Interior Specialties					
C20	STAIRWAYS					
C2010	Stair Construction					
C2020	Stair Finishes					
C30	INTERIOR FINISHES					
C3010	Interior Wall Finishes					
C3020	Interior Floor Finishes					

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Division of Work		Quantity	Unit Rate	Total	Cost/ Sq. ft.	% of Cost
C3030	Interior Ceiling Finishes					
D	SERVICES					
D10	Conveying Systems					
D20	Plumbing Systems					
D2010	Plumbing Fixtures					
D2020	Domestic Water Distribution					
D2030	Sanitary Waste Systems					
D2040	Rain Water Drainage Systems					
D2050	Special Plumbing Systems					
D30	HVAC SYSTEMS					
D3010	Fuel Supply Systems					
D3020	Heat Generation Systems					
D3030	Heat Rejection Systems					
D3040	Heat Distribution Systems					
D3050	Heat Transfer					
D3060	HVAC Controls & Instrumentation					
D3070	Special HVAC Systems & Equip.					
D3080	HVAC Sys. Testing, Adjusting & Bal.					
D40	FIRE PROTECTION SYSTEMS					
D4010	Fire Protection Sprinkler Sys.					
D4020	Standpipe & Hose Systems					
D4030	Fire Protection Specialties					
D4040	Special Fire Protection Sys,					
D50	ELECTRICAL SYSTEMS					
D5010	Electrical Service & Distribution					
D5020	Lighting & Branch Wiring					
D5030	Communication & Security Systems					
D5040	Special Electrical Systems					
D5050	Electrical Controls & Instrumentation					
D5060	Electrical Testing					
E	EQUIPMENT & FURNISHINGS					
E10	Equipment					
E1010	Commercial Equipment					
E1020	Institutional Equipment					
E1030	Vehicular Equipment					
E1040	Other Equipment					

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Division of Work		Quantity	Unit Rate	Total	Cost/ Sq. ft.	% of Cost
E20	FURNISHINGS					
E2010	Fixed Furnishings					
E2020	Movable Furnishings					
F	OTHER BUILDING					
F10	SPECIAL CONSTRUCTION					
F20	SELECTIVE DEMOLITION					
F2010	Building Elements Demolition					
F2020	Hazardous Components Abatement					
G	BUILDING SITE WORK					
G10	SITE PREPARATION					
G1010	Subsurface Investigation					
G1020	Site Clearing					
G1030	Site Demolition & Relocations					
G1040	Site Earthwork					
G1050	Hazardous Waste Remediation					
G20	SITE IMPROVEMENT					
G2010	Roadways					
G2020	Parking Lots					
G2030	Pedestrian Paving					
G2040	Site Development					
G2050	Landscaping					
	Sub-Totals:					
Markups						
	Off Hours Costs (define)		%			
	Labor Burden		%			
	SC OH&P		%			
	GC OH&P		%			
	Design Contingency (5-0%)		%			
	Escalat'n to Const.		%			
Total Construction (Est. Bid):						
	Construction Contingency		%			
	Professional Services		%			
	Construction Management		%			
	Gov't. Testing & Inspect.		%			
Total Project Costs:						

**PAYMENT INFORMATION FORM
ACH VENDOR PAYMENT SYSTEM**

This form is used for ACH payments with an addendum record that carries payment-related information. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. The information will be transmitted in the CCD+ format to the designated financial institution.

Debt Collection Improvement Act of 1996

PAPERWORK REDUCTION ACT STATEMENT

The information being collected on this form is pursuant to Public Law 104-134, which mandated Electronic Funds Transfer for recipients of all federal payments (excluding IRS tax refunds) beginning July 24, 1996. This information will be needed by the Treasury Department to transmit payments and related data.

COMPANY INFORMATION

NAME:

ADDRESS:

CONTRACT NUMBER: AOC-_____

TAXPAYER IDENTIFICATION NUMBER (TIN):

CONTACT PERSON NAME:

TELEPHONE NUMBER: ()
FAX NUMBER: ()

AGENCY INFORMATION

NAME: ARCHITECT OF THE CAPITOL - FORD HOUSE OFFICE BUILDING

ADDRESS: ACCOUNTING DIVISION, ROOM H2-205

WASHINGTON, D.C. 20024

FAX NUMBER: (202) 225-7321

CONTACT PERSON NAME: MR. JAMES JARBOE

TELEPHONE NUMBER: (202) 226-2552

FINANCIAL INSTITUTION INFORMATION

BANK NAME:

BRANCH LOCATION: (If applicable)

CONTACT NAME:

TELEPHONE NUMBER: ()

NINE DIGIT ROUTING TRANSIT NUMBER: _____

DEPOSITOR ACCOUNT NUMBER:

TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX

SIGNATURE AND TITLE OF REPRESENTATIVE:

TELEPHONE NUMBER:

**** NOTICE ****

TO: ALL VENDORS/CONTRACTORS/CONSULTANTS
FROM: THE OFFICE OF THE ARCHITECT OF THE CAPITOL

Due to requirements set forth in the DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-134), all payments made to vendors, contractors and consultants doing business with the Federal Government must be made by Electronic Funds Transfer (EFT) directly to your financial institution. If you are currently enrolled under EFT with the Architect of the Capitol, no further action is necessary other than to report changes.

EFT payments are cost effective, enabling prompt, convenient and reliable payments directly to a designated bank account.

The Architect of the Capitol, in making EFT payments, supplies the financial institution with identifying information (ie. invoice number), which accompanies each transaction. The financial institution in turn can supply this information to the account holder.

Therefore, to accomplish the mandate of P. L. 104-134, it is necessary that the attached sheet; PAYMENT INFORMATION FORM ACH VENDOR PAYMENT SYSTEM be completed and returned with your bid or offer as set forth in Section G of the solicitation.